



**NORTH COAST REGIONAL DISTRICT  
REGULAR BOARD MEETING**

**AMENDED AGENDA**

**Held at 344 2<sup>nd</sup> Avenue West in Prince Rupert, B.C.  
Friday, February 23, 2018 at 7:00 PM**

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**1. CALL TO ORDER**

**2. CONSIDERATION OF AGENDA (additions/deletions)**

**3. BOARD MINUTES & BUSINESS ARISING FROM MINUTES**

3.1	Minutes of the Regular Meeting of the North Coast Regional District Board held January 26, 2018	Pg 1-10
3.2	Minutes of the Regular (R1 Budget) Meeting of the North Coast Regional District Board held January 27, 2018	Pg 11-18

**4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING**

4.1	Minutes of the Regular Meeting of the Regional Recycling Advisory Committee held October 18, 2017	Pg 19-21
4.2	Minutes of the Regular Meeting of the Moresby Island Management Standing Committee held December 5, 2017	Pg 22-24

**5. DELEGATIONS**

<u>Remove:</u> <u>5.1</u>	BC Coast Pilots – BC Coast Pilots Role Related to Safe, Efficient Ship Movement that Protects the Environment	Verbal
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**6. FINANCE**

6.1	J. Musgrave, Administrative Assistant – Cheques Payable over \$5,000 for January, 2018	Pg 25
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**7. CORRESPONDENCE**

7.1	BC Emergency Health Services – Community Paramedicine Initiative – Northern Health	Pg 26-27
7.2	Honourable Minister Trevena, Ministry of Transportation and Infrastructure – 2017 UBCM Follow Up	Pg 28-29
7.3	Government of Canada – Oceans Protection Plan	Pg 30-33
7.4	TransCanada Yellowhead Highway Association – Call for Resolutions 2018 AGM	Pg 34

7.5	Nexen Energy ULC – Aurora LNG – Demobilization Plan and Work Commencement Notification	Pg 35
7.6	Metro Vancouver Board – GVS & DD Commercial Waste Hauler Licensing Bylaw No. 307, 2017	Pg 36-38
7.7	Northern Development Initiative Trust – 2018 Business Façade Improvement Program	Pg 39
<u>Add:</u> <u>7.8</u>	O'Brien & Fuerst Logging Ltd. – Environmental Protection Notice: Burn Permit Application No. 343870	Pg 39a-b

## 8. REPORTS / RESOLUTIONS

8.1	D. Fish, Corporate Officer – 2018 Parcel Tax Roll Review Panel Scheduling	Pg 40-41
8.2	D. Fish, Corporate Officer – April 20 <sup>th</sup> , 2018 NCRD Board Meeting – Port Clements, B.C.	Pg 42-44
8.3	D. Fish, Corporate Officer – Directors – Reimbursement of Travel and Other Expenses Policy Amendment	Pg 45-51
8.4	M. Williams, Planning Consultant – OCP and Zoning Amendment – Graham Island	Pg 52-56

## 9. BYLAWS

None.	---
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## 10. LAND REFERRALS / PLANNING *(Voting restricted to Electoral Area Directors)*

None.	---
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## 11. NEW BUSINESS

11.1	Directors' Reports	Verbal
11.2	Edge of the World Music Festival's application to Northern Development Initiative Trust's Fabulous Festivals and Events Program	Pg 57-65

## 12. OLD BUSINESS

None.	---
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## 13. PUBLIC INPUT

**14. IN-CAMERA**

That the public be excluded from the meeting according to section 90(1)(j) of the <i>Community Charter</i> “information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the <i>Freedom of Information and Protection of Privacy Act</i> .”	---
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**15. ADJOURNMENT**



## NORTH COAST REGIONAL DISTRICT

**MINUTES** of the Regular Meeting of the Board of Directors of the North Coast Regional District (NCRD) held at 344 2<sup>nd</sup> Avenue West in Prince Rupert, B.C. on Friday, January 26, 2018 at 7:00 p.m.

### PRESENT

### PRIOR TO ADOPTION

Chair	B. Pages, Village of Masset
Directors	L. Brain, City of Prince Rupert N. Kinney, City of Prince Rupert D. Franzen, District of Port Edward G. Martin Village of Queen Charlotte U. Thomas, Village of Port Clements D. Nobels, Electoral Area A K. Bergman, Electoral Area C M. Racz, Electoral Area D
Regrets	B. Beldessi, Electoral Area E
Staff	D. Chapman, Chief Administrative Officer D. Fish, Corporate Officer S. Gill, Treasurer
Public	0
Media	0

### 1. CALL TO ORDER 7:00 p.m.

### 2. AGENDA

MOVED by Director Kinney, SECONDED by Director Racz, that the January 26, 2018 North Coast Regional District Regular amended agenda be further amended and adopted as follows:

12.4 Emergency Planning

**001-2018**

**CARRIED**

### 3. MINUTES & BUSINESS ARISING FROM MINUTES

3.1 Minutes of the Regular Meeting of the North Coast Regional District Board held December 8, 2017

MOVED by Director Franzen, SECONDED by Director Brain, that the minutes of Regular meeting of the North Coast Regional District Board held December 8, 2017 be adopted as presented.

**002-2018**

**CARRIED**

**4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING**

- 4.1 Minutes of the Regular Meeting of the Moresby Island Management Standing Committee held November 7, 2017

MOVED by Director Franzen, SECONDED by Director Martin, that the minutes of Regular meeting of the Moresby Island Management Standing Committee held November 7, 2017 be adopted as presented.

**003-2018**

**CARRIED**

**5. DELEGATIONS**

- 5.1 Port Edward Historical Society – Update on North Pacific Cannery

Bob Payette, Chair of the Port Edward Historical Society, joined by Steve Milum, Restoration Manager; Laurie Davie, Manager; and Francis Riley and Art Vandette, Board Directors, addressed the Board with respect to an update on the operations of the North Pacific Cannery, which included a financial summary, operations summary, conservation efforts, an overview of North Pacific Cannery events and an update on projected projects at the North Pacific Cannery in 2018.

The Port Edward Historical Society responded to questions posed by the Board.

The Chair thanked the Port Edward Historical Society for its presentation.

**6. FINANCE**

- 6.1 J. Musgrave, Administrative Assistant – Cheques Payable over \$5,000 for December, 2017

MOVED by Director Nobels, SECONDED by Director Kinney, that the staff report on Cheques Payable over \$5,000 issued by the North Coast Regional District for December, 2017 be received and filed.

**004-2018**

**CARRIED**

**7. CORRESPONDENCE**

- 7.1 North Central Local Government Association – NCLGA Board Report

MOVED by Director Franzen, SECONDED by Director Racz, that the correspondence from North Central Local Government Association with respect to its Board report be received.

**005-2018**

**CARRIED**

*Directors Brain and Thomas indicated that they would be attending the NCLGA Convention in Fort Nelson, B.C. Staff were directed to contact the Regional District of Bulkley-Nechako to inquire into chartered flights to the community.*

7.2 O'Brien & Fuerst Logging Ltd. – The Real Community Forest Plan

MOVED by Director Thomas, SECONDED by Director Racz, that the correspondence from O'Brien & Fuerst Logging Ltd. with respect to a community forest on Haida Gwaii be received.

**006-2018**

**CARRIED**

7.3 Pacific Northern Gas – Notification/Invitation to Consult on Proposed Pipeline

MOVED by Director Franzen, SECONDED by Director Brain, that the correspondence Pacific Northern Gas with respect to consultation on the proposed pipeline be received.

**007-2018**

**CARRIED**

7.4 Tourism Prince Rupert – BC Ferries Report

MOVED by Director Thomas, SECONDED by Director Martin, that the correspondence from Tourism Prince Rupert with respect to the commissioning of Wave Point Consulting to develop a report on the economic impacts of reduced BC Ferry Service in the north coast of B.C. be received.

**008-2018**

**CARRIED**

7.5 Gwaii Haanas – Kii.ngaay: A Year in Review 2017

MOVED by Director Nobels, SECONDED by Director Brain, that the correspondence from Gwaii Haanas with respect to an update on 2017 operations be received for information.

**009-2018**

**CARRIED**

7.6 Association of Vancouver Island & Coastal Communities – Resolutions Notice & Call for Nominations to the AVICC Executive

MOVED by Director Martin, SECONDED by Director Nobels, that the correspondence from the Association of Vancouver Island & Coastal Communities with respect to notification of resolutions to be submitted and calls for nominations to the executive be received.

**010-2018**

**CARRIED**

*The Board requested that staff schedule a meeting with the Vancouver Island Regional Library Board Chair and Chief Executive Officer to coincide with the Association of Vancouver Island and Coastal Communities Annual General Meeting in Victoria, B.C.*

7.7 Village of Port Clements – Cellular Coverage in Port Clements

MOVED by Director Thomas, SECONDED by Director Racz, that the correspondence from the Village of Port Clements with respect to cellular coverage in Port Clements be received.

**011-2018**

**CARRIED**

MOVED by Director Thomas, SECONDED by Director Racz, that Staff be directed to invite TELUS Communications to appear before the Board of the North Coast Regional District as a delegation to discuss cellular coverage on Haida Gwaii and infrastructure upgrade requirements needed to support cellular coverage in remote areas.

**012-2018**

**CARRIED**

- 7.8 J. Cohen – Expression of Interest to Join Regional Recycling Advisory Committee

MOVED by Director Nobels, SECONDED by Director Racz, that the correspondence from Mr. Cohen with respect to his expression of interest to join the Regional Recycling Advisory Committee be received.

**013-2018**

**CARRIED**

MOVED by Director Nobels, SECONDED by Director Racz, that the Board of the North Coast Regional District, in accordance with Bylaw No. 588, 2014, appoint Jon Cohen to the Regional Recycling Advisory Committee, effectively immediately.

**014-2018**

**CARRIED**

- 7.9 BC Passenger Transportation Board – RE: Application 256-17 Amendment to PT Licence

MOVED by Director Brain, SECONDED by Director Nobels, that the correspondence from the BC Passenger Transportation Board with respect to Greyhound Canada's application 256-17 to amend its passenger transportation licence be received.

**015-2018**

**CARRIED**

- 7.10 Misty Isles Economic Development Society – MIEDS Operating Accounts Update and Advance Notice of Change for 2019 Grant Writing Invoices

MOVED by Director Thomas, SECONDED by Director Brain, that the correspondence from the Misty Isles Economic Development Society with respect to its operations and changes to grant writing invoicing be received.

**016-2018**

**CARRIED**

- 7.11 BC Utilities Commission – An Inquiry into the Regulation of Electric Vehicle Charging Service – Establishment of Regulatory Timetable and Preliminary Scope

MOVED by Director Thomas, SECONDED by Director Brain, that the correspondence from the BC Utilities Commission with respect to the regulation of electric vehicle charging services be received.

**017-2018**

**CARRIED**

- 7.11 Ministry of Forests, Lands and Natural Resource Operations – Requesting Support to Bring Wildsafe Programming to Haida Gwaii

MOVED by Director Nobels, SECONDED by Director Racz, that the correspondence from the Ministry of Forests, Lands and Natural Resource Operations with respect to WildSafe programming be received.

**018-2018**

**CARRIED**

*The Board requested that Staff contact Haida Gwaii conservation for figures on conservation and hunting.*

## **8. REPORTS – RESOLUTIONS**

### **8.1 D. Fish, Corporate Officer – Pilotage Act Review**

MOVED by Director Nobels, SECONDED by Director Thomas, that the report from staff entitled “Pilotage Act Review” be received.

**019-2018**

**CARRIED**

### **8.2 D. Fish, Corporate Officer – 2017 Grant Writing Activities**

MOVED by Director Brain, SECONDED by Director Racz, that the report from staff entitled “2017 Grant Writing Activities” be received for information.

**020-2018**

**CARRIED**

### **8.3 D. Lomax, Recreation Coordinator – Haida Gwaii Regional Recreation: 2017 4<sup>th</sup> Quarter Reporting**

MOVED by Director Nobels, SECONDED by Director Thomas, that the report from staff entitled “Haida Gwaii Regional Recreation: 2017 4<sup>th</sup> Quarter Reporting” be received for information.

**021-2018**

**CARRIED**

### **8.4 D. Fish, Corporate Officer – North Coast Regional District Rebranding Update**

MOVED by Director Nobels, SECONDED by Director Franzen, that the report from staff entitled “North Coast Regional District Rebranding Update” be received for information.

**022-2018**

**CARRIED**

*The Board directed staff to contact the City of Prince Rupert with respect to its social media policy for further consideration at the North Coast Regional District.*

## **9. BYLAWS**

### **9.1 Bylaw No. 618, 2017 – being a bylaw to establish a fire and rescue protection service within a portion of Electoral Area D to provide taxation funding for the operational costs of the Tlell Volunteer Fire Department**

MOVED by Director Franzen, SECONDED by Director Nobels, that Bylaw No. 618, 2017 be adopted.

**023-2018**

**CARRIED**

- 9.2 Bylaw No. 619, 2018 – being a bylaw to authorize the entering into of an agreement respecting financing between the North Coast Regional District and the Municipal Finance Authority of B.C.

MOVED by Director Nobels, SECONDED by Director Brain, that Bylaw No. 619, 2018 be given first reading.

**024-2018**

**CARRIED**

MOVED by Director Kinney, SECONDED by Director Thomas, that Bylaw No. 619, 2018 be given second reading.

**025-2018**

**CARRIED**

MOVED by Director Thomas, SECONDED by Director Brain, that Bylaw No. 619, 2018 be given third reading.

**026-2018**

**CARRIED**

MOVED by Director Franzen, SECONDED by Director Brain, that Bylaw No. 619, 2018 be adopted.

**027-2018**

**CARRIED**

- 9.3 Bylaw No. 620, 2018 – being a bylaw to provide for the borrowing of money during fiscal year 2018 in anticipation of revenue

MOVED by Director Nobels, SECONDED by Director Franzen, that Bylaw No. 620, 2018 be given first reading.

**028-2018**

**CARRIED**

MOVED by Director Thomas, SECONDED by Director Brain, that Bylaw No. 620, 2018 be given second reading.

**029-2018**

**CARRIED**

MOVED by Director Franzen, SECONDED by Director Martin, that Bylaw No. 620, 2018 be given third reading.

**030-2018**

**CARRIED**

MOVED by Director Thomas, SECONDED by Director Franzen, that Bylaw No. 620, 2018 be adopted.

**031-2018**

**CARRIED**

**10. LAND REFERRALS / PLANNING**

- 10.1 M. Williams, Consultant – Land Referral: Pacific Shellfish Aquaculture Application, Electoral Area A

MOVED by Director Nobels, SECONDED by Director Racz, that the consultant's report entitled "Land Referral: Pacific Shellfish Aquaculture Application, Electoral Area A" be received;

AND THAT the Board of the North Coast Regional District support the Pacific Shellfish Aquaculture Land Referral subject to visual context and lighting being taken into consideration for this project, as the area includes navigable waters.

**032-2018**

**CARRIED**

**11. NEW BUSINESS**

- 11.1 Director's Reports

MOVED by Director Nobels, SECONDED by Director Franzen, that the verbal reports from the Directors, as follows, be received:

Director Racz, Electoral Area D

- The Tsunami warning on January 23<sup>rd</sup>, 2018 affected residents in Electoral Area D, with evacuations taking place throughout. Many residents were notified through the newly implement ePact emergency notification system; and
- The Skidegate Health Centre and Co-Op development projects are ongoing.

Director Thomas, Village of Port Clements

- The Tsunami warning on January 23<sup>rd</sup>, 2018 affected residents in Port Clements, with evacuations taking place throughout. Many residents were notified through the newly implement ePact emergency notification system;
- Many residents are leaving the community due to a lack of employment (forestry); and
- Discussions with respect to a community forest agreement are ongoing with the Council of the Haida Nation.

Director Martin, Village of Queen Charlotte

- A referendum with respect to the purchase of property for a sewage treatment site in the Village of Queen Charlotte remains a contentious issue in the community;
- BC Ferries Route 26 continues to see issues with staffing, resulting in cancelled sailings to the community of Sandspit;
- The Ferries Advisory Committee continues to work on lobbying Minister Trevena to restore pre-2014 BC ferries service levels;
- Director Martin attended the Haida Gwaii Museum Annual General Meeting in January 2018; and
- It is anticipated that the Wellness Pole, commissioned for the Village of Queen Charlotte, will be erected on June 23<sup>rd</sup>, 2018 (Hospital Day).

Director Nobels, Electoral Area A

- The Tsunami warning on January 23<sup>rd</sup>, 2018 affected residents in Electoral Area A, with evacuations taking place throughout; and
- Director Nobels has attempted to contact Minister Robinson with respect to the Electoral Areas A and C Land Use Plan, with no response.

Director Franzen, District of Port Edward

- District Council is investigating revenue sharing agreements with respect to Cannabis operations;
- The District is investigating potential grant opportunities for the restoration of a regional park in the community;
- Tsunami sirens in the community are working well, having been tested on January 23<sup>rd</sup>, 2018 during the Tsunami warning;
- Sewer pipe upgrades in the community are underway and near completion; and
- Various road maintenance work is needed throughout the community.

Director Brain, City of Prince Rupert

- This month the Pembina project with commence construction. The contract with NRI Global for remediation of the site is now expired.
- The City is halfway done Phase 1 of its water supply upgrade project, and will be issuing tender for Phase 2 of the project soon;
- Various housing projects are taking place throughout the community, including social and supportive housing projects;
- The City was awarded \$420,000 through Tsunami Preparedness funding; and
- Ongoing discussion is taking place with the Alaskan Government with respect to the construction of the Alaska Ferry Terminal.

Chair Pages, Village of Masset

- Discussions with the Province with respect to a revenue sharing agreement with the Northwest BC Resource Benefits Alliance are ongoing, with a joint-committee reviewing a draft business case for the NWRBA. The next step is to have NWRBA members meet with the Premier to further the NWRBA's case.

**033-2018****CARRIED**

## 11.2 DP World Prince Rupert Fairview Container Terminal Incident

MOVED by Director Racz, SECONDED by Director Franzen, that the news release from DP World Prince Rupert with respect to an incident at the Fairview Container Terminal be received.

**034-2018****CARRIED**

## 11.3 North Coast Regional District application to Northern Development Initiative Trust's Economic Development Capacity Building Program

MOVED by Director Racz, SECONDED by Director Thomas, that the North Coast Regional District application to Northern Development Initiative Trust's Economic Development Capacity Building Program be received;

AND THAT 2018 Economic Development Capacity Building Funding from Northern Development Initiative Trust be allocated equally (50/50) between Haida Gwaii and mainland economic development functions.

**035-2018****CARRIED**

**12. OLD BUSINESS****12.1 2018 North Coast Regional District Board Meeting Schedule**

MOVED by Director Franzen, SECONDED by Director Brain, that the Board adopt the 2018 North Coast Regional District Board meeting scheduled as presented.

**036-2018****CARRIED****12.2 North Coast Regional District Letter of Support for North Pacific Cannery**

MOVED by Director Franzen, SECONDED by Director Brain, that the Board of the North Coast Regional District provide a letter of support to the North Pacific Cannery for its grant funding applications in 2018.

**037-2018****CARRIED****12.3 January 15, 2018 North Coast Regional District & Prince Rupert Port Authority Meeting**

MOVED by Director Nobels, SECONDED by Director Thomas, that the correspondence from Staff of the North Coast Regional District to the Port of Prince Rupert with respect to a January 15, 2018 meeting be received for information.

**038-2018****CARRIED****12.4 Emergency Planning**

MOVED by Director Nobels, SECONDED by Director Franzen, that the verbal report from Director Racz with respect to emergency planning and the ePact emergency notification system be received for information.

**039-2018****CARRIED****13. PUBLIC INPUT**

There were 0 questions from the public.

**14. IN CAMERA**

MOVED by Director Franzen, SECONDED by Director Racz, that the Board move to the In-Camera meeting following the Regular meeting according to section 90(1)(e) of the *Community Charter* "the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality."

**040-2018****CARRIED**

**15. ADJOURNMENT**

MOVED by Director Racz, SECONDED by Director Brain, that the North Coast Regional District Regular Board meeting be adjourned at 10:05 p.m.

**041-2018****CARRIED**

Approved and adopted:

Certified correct:

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Chair

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Corporate Officer



## NORTH COAST REGIONAL DISTRICT

**MINUTES** of the Regular (Budget) Meeting of the Board of Directors of the North Coast Regional District (NCRD) held at 344 2<sup>nd</sup> Avenue West in Prince Rupert, B.C. on Saturday, January 27, 2018 at 10:00 AM.

### PRESENT

Chair	B. Pages, Village of Masset
Directors	L. Brain, City of Prince Rupert N. Kinney, City of Prince Rupert G. Martin Village of Queen Charlotte U. Thomas, Village of Port Clements D. Nobels, Electoral Area A K. Bergman, Electoral Area C M. Racz, Electoral Area D
Regrets	D. Franzen, District of Port Edward B. Beldessi, Electoral Area E
Staff	D. Chapman, Chief Administrative Officer D. Fish, Corporate Officer S. Gill, Treasurer T. Des Champs, Recycling Operations Manager
Public	0
Media	0

### 1. CALL TO ORDER 10:02 a.m.

### 2. AGENDA

MOVED by Director Brain, SECONDED by Director Nobels, that the January 27, 2018 Regular (R1 Budget) agenda be adopted as presented.

**042-2018**

**CARRIED**

### 3. MINUTES & BUSINESS ARISING FROM MINUTES

None.

### 4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

None.

**5. DELEGATIONS**

- 5.1 N. Collison, Executive Director, Haida Gwaii Museum – Haida Gwaii Museum 2018 Budget Request

Nika Collison, Executive Director to the Haida Gwaii Museum, addressed the Board with respect to the Haida Gwaii Museum's 2018 budget request and an overview of Haida Gwaii Museum operations in 2017.

Ms. Collison answered questions posed by the Board.

The Chair thanked Ms. Collison for her presentation.

**6. FINANCE**

Round 1 of the draft 2018 – 2022 North Coast Regional District (NCRD) Financial Plan was distributed to the Board and is available on the NCRD website.

**7. CORRESPONDENCE**

MOVED by Director Martin, SECONDED by Director Nobels, that the following correspondence be received for information:

- 7.1 Delkatla Sanctuary Society – 2018 Funding Request
- 7.2 Dixon Entrance Maritime Museum Society – D.E.M.M.S Request for Funding Assistance for the Year 2018
- 7.3 Haida Gwaii Arts Council – 2018 Budget Request
- 7.4 Haida Gwaii Museum – 2018 Funding Request
- 7.5 Haida Gwaii Regional Recreation Commission – 2018 Funding Request
- 7.6 Oona River Community Association – ORCA 2018 Operating Grant
- 7.7 Port Clements Historical Society – 2018 Budget
- 7.8 Prince Rupert Public Library – 2018 Grant
- 7.9 Prince Rupert City & Regional Archives – 2018 Budget
- 7.10 Museum of Northern BC – Request for Operational Funding Support from the North Coast Regional District

**043-2018**

**CARRIED**

**8. REPORTS – RESOLUTIONS**

- 8.1 S. Gill, Treasurer – Regional District Taxation Overview

MOVED by Director Nobels, SECONDED by Director Brain, that the verbal report from staff entitled "Regional District Taxation Overview" be received for information.

**044-2017**

**CARRIED**

**9. FINANCIAL PLAN'S REVIEW****9.1 Administration – Function 110**

MOVED by Director Brain, SECONDED by Director Nobels, that the Five-Year Financial Plan 2018-2022 for Administration, Function 110, be referred to the Round 2 budget discussions as amended:

- Additional tax requisition following February 2<sup>nd</sup>, 2018 Northwest BC Resource Benefits Alliance meeting.

**045-2018****CARRIED**

*The Board requested that Staff look into further cost containment measures.*

**9.2 Electoral Area Administration – Function 120**

MOVED by Director Brain, SECONDED by Director Nobels, that the Five-Year Financial Plan 2017-2021 for Electoral Area Administration, Function 120, be referred to the Round 2 budget discussions as presented.

**046-2018****CARRIED****9.3 Electoral Area E Administration – Function 121**

MOVED by Director Racz, SECONDED by Director Nobels, that the Five-Year Financial Plan 2018-2022 for Electoral Area E Administration, Function 121, be referred to the Round 2 budget discussions as presented.

**047-2018****CARRIED****9.4 Elections – Function 130**

MOVED by Director Nobels, SECONDED by Director Kinney, that the Five-Year Financial Plan 2018-2022 for Elections, Function 130, be referred to the Round 2 budget discussions as amended:

- Election costs to be included for the 2018 local general election.

**048-2018****CARRIED****9.5 Grant-in-Aid (All) – Function 170**

MOVED by Director Nobels, SECONDED by Director Brain, that the Five-Year Financial Plan 2018-2022 for Grant-in-Aid (All), Function 170, be referred to the Round 3 budget discussions as presented.

**049-2018****CARRIED**

## 9.6 Grant-in-Aid Area A – Function 171

MOVED by Director Nobels, SECONDED by Director Racz, that the Five-Year Financial Plan 2018-2022 for Grant-in-Aid Area A, Function 171, be referred to the Round 3 budget discussions as presented.

**050-2018**

**CARRIED**

## 9.7 Grant-in-Aid Area C – Function 172

MOVED by Director Brain, SECONDED by Director Bergman, that the Five-Year Financial Plan 2018-2022 for Grant-in-Aid Area C, Function 172, be referred to the Round 3 budget discussions as presented.

**051-2018**

**CARRIED**

## 9.8 Grant-in-Aid Area D – Function 173

MOVED by Director Racz, SECONDED by Director Brain, that the Five-Year Financial Plan 2018-2022 for Grant-in-Aid Area D, Function 173, be referred to the Round 3 budget discussions as presented.

**052-2018**

**CARRIED**

## 9.9 Grant-in-Aid Area E – Function 174

MOVED by Director Racz, SECONDED by Director Brain, that the Five-Year Financial Plan 2018-2022 for Grant-in-Aid Area E, Function 174, be referred to the Round 2 budget discussions as presented.

**053-2018**

**CARRIED**

## 9.10 Member Municipality Debt – Function 190

MOVED by Director Martin, SECONDED by Director Thomas, that the Five-Year Financial Plan 2018-2022 for Member Municipality Debt, Function 190, be referred to the Round 3 budget discussions as presented.

**054-2018**

**CARRIED**

## 9.11 Sandspit Fire – Function 210

MOVED by Director Kinney, SECONDED by Director Nobels, that the Five-Year Financial Plan 2018-2022 for Sandspit Fire, Function 210, be referred to the Round 2 budget discussions as presented.

**055-2018**

**CARRIED**

## 9.12 Emergency Programming – Areas A &amp; C – Function 220

MOVED by Director Nobels SECONDED by Director Racz, that the Five-Year Financial Plan 2018-2022 for Emergency Programming – Areas A & C, Function 220, be referred to the Round 3 budget discussions as presented.

**056-2018****CARRIED**

## 9.13 Emergency Programming – Area D – Function 227

MOVED by Director Racz, SECONDED by Director Martin, that the Five-Year Financial Plan 2018-2022 for Emergency Programming – Area D, Function 227, be referred to the Round 3 budget discussions as presented.

**057-2018****CARRIED**

## 9.14 Emergency Programming – Area E – Function 229

MOVED by Director Nobels, SECONDED by Director Thomas, that the Five-Year Financial Plan 2018-2022 for Emergency Programming – Area E, Function 229, be referred to the Round 2 budget discussions as presented.

**058-2018****CARRIED**

## 9.15 Islands Solid Waste – Function 310-319

MOVED by Director Brain, SECONDED by Director Racz, that the Five-Year Financial Plan 2018-2022 for Islands Solid Waste, Function 310-319, be referred to the Round 2 budget discussions as amended:

- Investigate truck alternatives.

**059-2018****CARRIED**

*The Board requested that Staff request the Manager of Island Solid Waste to attend the Round 2 budget meeting.*

## 9.16 Regional Recycling (Mainland) – Function 340

MOVED by Director Nobels, SECONDED by Director Bergman, that the Five-Year Financial Plan 2018-2022 for Regional Recycling (Mainland), Function 340, be referred to the Round 2 budget discussions as presented.

**060-2018****CARRIED**

## 9.17 Rural Land Use Planning – Function 510

MOVED by Director Racz, SECONDED by Director Brain, that the Five-Year Financial Plan 2018-2022 for Rural Land Use Planning, Function 510, be referred to the Round 3 budget discussions as presented.

**061-2018****CARRIED**

## 9.18 Economic Development – Function 570

MOVED by Director Nobels, SECONDED by Director Martin, that the Five-Year Financial Plan 2018-2022 for Economic Development, Function 570, be referred to the Round 3 budget discussions as presented.

**062-2018**

**CARRIED**

## 9.19 Prince Rupert Regional Archives – Function 710

MOVED by Director Kinney, SECONDED by Director Brain, that the Five-Year Financial Plan 2018-2022 for Prince Rupert Regional Archives, Function 710, be referred to the Round 3 budget discussions as presented.

**063-2018**

**CARRIED**

## 9.20 North Pacific Cannery – Function 715

MOVED by Director Brain, SECONDED by Director Thomas, that the Five-Year Financial Plan 2018-2022 for North Pacific Cannery, Function 715, be referred to the Round 3 budget discussions as presented.

**064-2018**

**CARRIED**

## 9.21 Haida Gwaii Museum – Function 720

MOVED by Director Nobels, SECONDED by Director Racz, that the Five-Year Financial Plan 2018-2022 for Haida Gwaii Museum, Function 720, be referred to the Round 3 budget discussions as presented.

**065-2018**

**CARRIED**

## 9.22 Vancouver Island Regional Library – Function 725

MOVED by Director Martin, SECONDED by Director Racz, that the Five-Year Financial Plan 2018-2022 for Vancouver Island Regional Library, Function 725, be referred to the Round 3 budget discussions as presented.

**066-2018**

**CARRIED**

## 9.23 Haida Gwaii Recreation – Function 730

MOVED by Director Racz, SECONDED by Director Martin, that the Five-Year Financial Plan 2018-2022 for Haida Gwaii Recreation, Function 730, be referred to the Round 3 budget discussions as presented.

**067-2018**

**CARRIED**

**9.24 Sandspit Community Hall – Function 735**

MOVED by Director Nobels, SECONDED by Director Thomas, that the Five-Year Financial Plan 2018-2022 for Sandspit Community Hall, Function 735, be referred to the Round 2 budget discussions as presented.

**068-2018****CARRIED****9.25 Mainland Recreation Area A – Function 751**

MOVED by Director Nobels, SECONDED by Director Brain, that the Five-Year Financial Plan 2018-2022 for Mainland Recreation Area A, Function 751, be referred to the Round 3 budget discussions as presented.

**069-2018****CARRIED****9.26 Mainland Recreation Area C – Function 752**

MOVED by Director Bergman, SECONDED by Director Brain, that the Five-Year Financial Plan 2018-2022 for Mainland Recreation Area C, Function 752, be referred to the Round 3 budget discussions as presented.

**070-2018****CARRIED****9.27 Sandspit Water – Function 810**

MOVED by Director Racz, SECONDED by Director Brain, that the Five-Year Financial Plan 2018-2022 for Sandspit Water, Function 810, be referred to the Round 2 budget discussions as presented.

**071-2018****CARRIED****9.28 Feasibility Studies – Function 901**

MOVED by Director Thomas, SECONDED by Director Nobels, that the Five-Year Financial Plan 2018-2022 for Feasibility Studies, Function 901, be referred to the Round 3 budget discussions as presented.

**072-2018****CARRIED****10. OLD BUSINESS**

None.

**11. NEW BUSINESS**

None.

**12. PUBLIC INPUT**

There were 0 questions from the public.

**13. IN CAMERA**

None.

**14. ADJOURNMENT**

MOVED by Director Nobels, SECONDED by Director Brain, that the North Coast Regional District Regular Board meeting be adjourned at 12:23 p.m.

**073-2018****CARRIED**

Approved and adopted:

Certified correct:

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Chair

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Corporate Officer



## NORTH COAST REGIONAL DISTRICT REGIONAL RECYCLING ADVISORY COMMITTEE

**MINUTES** of the Regular Meeting of the Regional Recycling Advisory Committee (RRAC) held at the 14-342 3<sup>rd</sup> Avenue West in Prince Rupert, B.C. on Wednesday, October 18, 2017 at 12:00 pm.

### PRESENT

Chair	B. Payette, District of Port Edward
Members	D. Nobels, NCRD Electoral Area A T. Ostrom, City of Prince Rupert J. Martin, Environmental Representative
Regrets	H. Seidemann, City of Prince Rupert
Staff	D. Fish, Corporate Officer T. Des Champ, Recycling Operations Manager
Public	0

### 1. CALL TO ORDER 12:00 p.m.

### 2. AGENDA

MOVED by Member Ostrom, SECONDED by Member Nobels, that the October 18, 2017 Regional Recycling Advisory Committee meeting agenda be adopted as amended to include the following:

- 7.2 Parks and Streetscapes Recycling Bin Program
- 7.3 Transfer Station
- 8.1 Curbside Recycling

**015-2017**

**CARRIED**

### 3. MINUTES & BUSINESS ARISING FROM MINUTES

- 3.1 Minutes of the Regional Recycling Advisory Committee meeting held July 12, 2017

MOVED by Member Nobels, SECONDED by Member Ostrom, that the minutes of the July 12, 2017 Regional Recycling Advisory Committee meeting be adopted as presented.

**016-2017**

**CARRIED**

### 4. DELEGATIONS

None.

### 5. CORRESPONDENCE

None.

**6. REPORTS – RESOLUTIONS**

- 6.1 T. Des Champ, Recycling Operations Manager – Regional Recycling Operations Report

MOVED by Member Nobels, SECONDED by Member Ostrom, that the verbal report from staff entitled “Regional Recycling Operations Report” be received for information.

**017-2017**

**CARRIED**

- 6.2 T. Des Champ, Recycling Operations Manager – 2017 Materials Inventory

MOVED by Member Nobels, SECONDED by Member Ostrom, that the report from staff entitled “2017 Materials Inventory” be received for information.

**018-2017**

**CARRIED**

**7. NEW BUSINESS**

- 7.1 PPI Pulp & Paper Weekly – Market Rates

MOVED by Member Nobels, SECONDED by Member Ostrom, that the market rates from PPI Pulp & Paper Weekly be received.

**019-2017**

**CARRIED**

- 7.2 Parks and Streetscapes Recycling Bin Program

MOVED by Member Nobels, SECONDED by Member Ostrom, that the brochure from Encorp with respect to its parks and streetscapes recycling big program be received for information.

**020-2017**

**CARRIED**

- 7.3 Transfer Station

MOVED by Member Ostrom, SECONDED by Member Nobels, that the verbal report from Member Ostrom with respect to the North Coast Regional District transfer station and collection of glass products at site be received.

**021-2017**

**CARRIED**

**8. OLD BUSINESS**

- 8.1 Curbside Recycling

MOVED by Member Nobels, SECONDED by Member Ostrom, that the verbal report from Member Martin with respect to proposed curbside recycling in the region be received for information.

**022-2017**

**CARRIED**

**9. ADJOURNMENT**

MOVED by Member Nobels, SECONDED by Member Ostrom, that the Regional Recycling Advisory Committee meeting be adjourned at 12:52 p.m.

**023-2017****CARRIED**

Approved and adopted:

Certified correct:

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Chair

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Corporate Officer



## NORTH COAST REGIONAL DISTRICT

### MORESBY ISLAND MANAGEMENT STANDING COMMITTEE

**MINUTES** of the Regular Meeting of the Moresby Island Management Standing Committee (MIMSC) held at Sandspit Community Centre, Sandspit, B.C. on December 5, 2017 at 7:00 PM.

**Adopted January 29, 2018**

**PRESENT** Gail Henry, Behn Cochrane, Bill Quaas, Bill Beldessi

**ABSENT** Stan Hovde

Chair Gail Henry

Vice Chair Behn Cochrane

Staff Barb Parser

Public 6

**1. CALL TO ORDER 7:08 PM**

**2. CONSIDERATION OF AGENDA (additions/deletions)**

2.1 Agenda November 2017

**062-2017** MOTION to adopt agenda as amended moved by Bill Quaas, seconded by Behn Cochrane, Carried

**3. MINUTES & BUSINESS ARISING FROM MINUTES**

3.1 Minutes November 2017

**063-2017** MOTION to adopt and file November Minutes, moved by Behn Cochrane, seconded by Bill Quaas, Carried

**4. DELEGATIONS**

None

## **5. CORRESPONDENCE**

5.1 Haida Gwaii Visual Landscape Inventory

5.2 Letter from Gwaii Trust - Representatives attendance at GT meetings

**064-2017** MOTION to receive and file correspondence 5.1 moved by Behn Cochrane, seconded by Bill Quaas, Carried

**065-2017** MOTION to receive and file correspondence 5.2 moved by Behn Cochrane, seconded by Bill Beldessi, Carried

## **6. REPORTS – RESOLUTIONS**

6.1 Water Operators Report

**066-2017** MOTION that we call A & A concerning trees and buffer zone around PW00-9 moved by Behn Cochrane, seconded by Bill Beldessi, Carried

6.2 Directors Report - Updates on BC Ferries and VIRL

6.3 Warren Foster - Update report - Gwaii Trust

**067-2017** MOTION to receive and file reports 6.1, 6.2 and 6.3 moved by Bill Quaas, seconded by Behn Cochrane, Carried

## **7. OLD BUSINESS**

7.1 Electronic Vote: Ratification of Motion, Heron Wier, Director HS Community Futures

**068-2017** MOTION: Moved by Stan Hovde, seconded by Gail Henry that MIMSC re-appoint Heron Wier as a representative of Sandspit to the board of Haida Gwaii Community Futures.

**069-2017** MOTION to ratify electronic vote motion 068-2017 moved by Behn Cochrane, seconded by Bill Quaas, Carried

## **8. NEW BUSINESS**

8.1 Community Issues - VIRL - New Sandspit Library

**070-2017** MOTION to write a letter to both VIRL and SD 50 on behalf of the community and their concerns moved by Behn Cochrane, seconded by Bill Quaas, Carried

8.2 Sewer smell, ALM School, Sandspit

**071-2017** Motion to write a letter regarding the sewer smell to SD 50 moved by Bill Beldessi, seconded by Bill Quaas, Carried

**9. PUBLIC INPUT**

Concerns were brought forward regarding the number of impaired driving by drugs, alcohol and medical induced incidents in Sandspit. It was suggested that we ask the RCMP, at the next MIMSC meeting they attend, to suggest residents call these incidents in to the RCMP and report them

**10. IN CAMERA**

**11. ADJOURNMENT**

**072-2017** Motion to Adjourn by Behn Cochrane, 8:30 PM, Carried

Approved and adopted:

Certified correct:

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Chair

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Secretary

**North Coast Regional District**  
**Cheques payable over \$5,000 - JANUARY, 2018**

**ITEM 6.1**

<b>Payable To</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
Big Red Enterprises Ltd.	11-Jan	\$ 17,311.95	December Garbage Collection
MIEDS	11-Jan	\$ 30,250.00	2017 EcoDev Capacity Building Reimbursement
Municipal Insurance Association of BC	11-Jan	\$ 6,944.00	2018 Premiums
NC Fire & Safety	11-Jan	\$ 9,099.09	Install new fire alarm system at Regional Recycling
Pacific Blue Cross	11-Jan	\$ 7,194.21	December PBC & BC Life Premiums
Ticker's Hauling & Storage	11-Jan	\$ 5,040.00	Transport recyclables, building & equipment rental & porto toilet rental/cleaning
Upanup Studios	11-Jan	\$ 7,637.70	RD Rebranding - Research & Planning
Vadim Software	11-Jan	\$ 7,752.54	2018 Annual Renewal
Port Edward Historical Society (NP Cannery)	12-Jan	\$ 50,000.00	2018 Grant - 1st Installment
Prince Rupert Regional Archives	17-Jan	\$ 24,490.00	2017 Grant - 4th Quarter
Western Financial Group	18-Jan	\$ 17,152.00	2018 Property & Machinery Insurance
Mason Lift Ltd.	24-Jan	\$ 5,043.23	Toyota forklift repairs & servicing
Municipal Pension Plan	5-Jan	\$ 6,768.41	Payroll Remittance (PP26-2018)
Receiver General	5-Jan	\$ 11,416.63	Payroll Remittance (PP26-2018)
CUETS Financial	11-Jan	\$ 8,068.89	Staff Travel (Tlell Referendum), S25 repairs, etc.
Municipal Pension Plan	24-Jan	\$ 6,438.77	Payroll Remittance (PP1-2018)
Receiver General	24-Jan	\$ 12,090.65	Payroll Remittance (PP1-2018)
Municipal Pension Plan	24-Jan	\$ 6,537.54	Payroll Remittance (PP2-2018)
Receiver General	24-Jan	\$ 6,537.54	Payroll Remittance (PP2-2018)

<b>CHEQUES OVER \$5,000:</b>	<b>\$ 245,773.15</b>
<b>CHEQUES UNDER \$5,000:</b>	<b>\$ 74,448.28</b>
<b>TOTAL CHEQUES:</b>	<b>\$ 320,221.43</b>



Date: January 30, 2018

To: Regional District Chairs of Communities in Northern Health Selected for Community Paramedicine

From: Linda Lupini, Executive Vice President, Provincial Health Services Authority and BC Emergency Health Services

Re: **COMMUNITY PARAMEDICINE INITIATIVE – Northern Health**

The final phase of bringing community paramedicine to rural and remote communities across BC is now underway with the posting, for the first time, of full-time positions, as well as the introduction of rural advanced care community paramedics (RACCPs) in larger rural communities.

To date, community paramedicine in BC has focused on establishing a foundation of practice within the scope of a Primary Care Paramedic with IV endorsement (PCP IV). The broader clinical scope and expertise of RACCPs allows for expanded community paramedicine services such as assessing and treating higher acuity patients and supporting local physicians and nurse practitioners in residential care, clinic and other facilities. RACCPs may also support local clinicians in emergency patient transfers, provide clinical mentorship to CPs in surrounding communities, respond to high acuity calls in rural and remote communities, and provide treat and release services.

The following chart shows the Northern Health communities selected for this final phase, the full-equivalents (FTEs) per community (0.53: regular part-time; 1.00: regular full-time), and the number of positions per community.

Location	FTE	# of positions	Location	FTE	# of positions
Burns Lake	0.53	1 – PCP IV	Village of Queen Charlotte*	1.00	1 – RACCP
Dawson Creek	1.00	1 – PCP IV	Smithers	1.00	1 – PCP IV
Fort Nelson	1.00	1 – PCP IV	Valemount	1.00	1 – RACCP
Fort St. John	1.00	1 – RACCP	Vanderhoof	1.00	1 – PCP IV
Prince Rupert	1.00	1 – PCP IV			

(\*Note: The position in the Village of Queen Charlotte was previously posted as 0.53: 1-PCP IV)

The community paramedicine provincial rollout began in April 2016 with the selection of the first 76 communities, and the allocation of the majority of the 80 full-time equivalent (FTE) community paramedicine positions provided under this program.

In this final phase of the implementation, communities were selected based on an evaluation of the first year of implementation, priority communities identified in consultation with regional health authorities, and opportunities to expand the program.

It is expected that community paramedics for this final phase will be hired, have completed the orientation program and be ready to begin providing services in patients' homes by **the summer of 2018**. These patients will be referred by their family physician or other local health care provider.

More information is available by visiting [bcehs.ca](http://bcehs.ca) and clicking on Our Services/Programs & Services/Community Paramedicine.

Please let us know if you have any questions by emailing [communityparamedicine@bcehs.ca](mailto:communityparamedicine@bcehs.ca).

Sincerely,



Linda Lupini

cc:

Cathy Ulrich, President and CEO, Northern Health

Penny Anguish, Chief Operating Officer, Northern Interior Health Service Delivery Area

Angela De Smit, Chief Operating Officer, Northeast Health Service Delivery Area

Ciro Panessa, Chief Operating Officer, Northwest Health Service Delivery Area

Cormac Hikisch, Health Service Administrator, Smithers, Northern Health

April Hughes, Health Service Administrator, Omineca, Northern Health

Peter Martin, Health Service Administrator, Chetwynd, Northern Health

Daryl Petsul, Health Service Administrator, Hazelton

Barbara Fitzsimmons, Chief Operating Officer, BCEHS

Nancy Kotani, Chief Transformation Officer and CPI Project Lead, BCEHS

Rita Jervis, Project Director, Community Paramedicine Initiative, BCEHS

Rick Mowles, Area Director, Northern Region, BCEHS



JAN 25 2010

Barry Pages, Chair  
Regional District of North Coast  
342 3rd Avenue West, Suite 14  
Prince Rupert BC V8J 1L5

Reference: 270824

Dear Chair Pages,

**Re: UBCM Meeting - Thank You**

Thank you for taking the time to meet with me at the Union of British Columbia Municipalities (UBCM) gathering in Vancouver. I was glad we had the opportunity to discuss BC Ferries, specifically your interest in a reversal of previous sailing cuts, medical travel, improvements to the reservation system and concerns about travel costs. Please accept my apologies for the time it has taken me to follow up on our meeting.

As I work to ensure our government delivers the provincial highways, roads, bridges and other infrastructure British Columbians need, I am grateful to have had the chance to meet face-to-face with representatives from across B.C. and gain a clearer understanding of the priorities and needs of their communities. It was a pleasure to see firsthand the outstanding level of dedication shown by local leaders like yourself, and to look at ways we can work together to ensure our province's communities have the resources and support they need to continue building a strong economy that works for everybody.

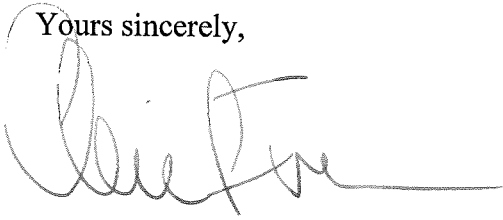
I am confident we all share the same goal when it comes to transportation and infrastructure in B.C.: to provide British Columbians with the safest, most reliable transportation network possible. Positive and productive collaboration is the key to ensuring we can deliver on our commitments.

.../2

- 2 -

Thank you again for taking the time to meet with me.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'Claire Trevena', with a long horizontal flourish extending to the right.

Claire Trevena  
Minister

Copy to: Jennifer Rice  
MLA, North Coast

Grant Main, Deputy Minister

Deborah Bowman, Assistant Deputy Minister  
Transportation Policy and Programs Department

Kirk Handrahan, Executive Director  
Marine Branch

# OCEANS PROTECTION PLAN

# PLAN DE PROTECTION DES OCÉANS

Good Day,

On behalf of Transport Canada, Fisheries and Oceans Canada, Canadian Coast Guard, and Environment and Climate Change Canada, I am pleased to invite you participate in our second round of Pacific Dialogue Forums for the Government of Canada's [Oceans Protection Plan](#). These Forums will be an ongoing opportunity to engage on specific OPP initiatives over the next four years.

The Oceans Protection Plan is the largest investment ever made to protect Canada's coasts and waterways. This national strategy will help establish a world-leading marine safety system that provides economic opportunities for Canadians today, while protecting our coastlines for generations to come.

The Oceans Protection Plan has four main priority areas:

- Increasing our capacity to prevent and improve responses to marine incidents;
- Preserving and restoring marine ecosystems and habitats;
- Strengthening partnerships with Indigenous and coastal communities; and,
- Ensuring Canada's marine safety system is built on a stronger evidence base, supported by science and local knowledge.

This upcoming engagement session will seek further input of select ongoing initiatives, along with the introduction of several new initiatives. Topics of focus will include:

- Enhanced Maritime Situational Awareness
- Cumulative Effects of Marine Shipping
- Regional Response Planning and response related initiatives
- Proactive Vessel Management

Other initiatives may be added as well. A two-day session is being planned for **March 8 & 9, 2018**, in Prince Rupert. To register, please contact [TC.OPPBCReg-PPOCBEnreg.TC@tc.gc.ca](mailto:TC.OPPBCReg-PPOCBEnreg.TC@tc.gc.ca) by February 15, 2018. Attendee numbers may be limited based on available space. Additional details will be available in the coming weeks.

We consider the participation and collaboration of Indigenous groups, coastal communities, and stakeholders such as non-governmental organizations and industry, as essential to Oceans Protection Plan success.

Funding opportunities for eligible groups are available to support participation in engagement activities, including through Transport Canada's **Community Participation Funding Program (CPFP)**. More information can be found on the CPFP website at: <https://www.tc.gc.ca/eng/marinesafety/Applicants-Guide-4446.html>

**We encourage those interested in the CPFP to apply as soon as possible, as applications must be received at least 20 business days prior to the date of the event.** Please contact [tc.cfpf-pfpc.tc@tc.gc.ca](mailto:tc.cfpf-pfpc.tc@tc.gc.ca) with any questions related to funding opportunities and eligibility.

If you have any questions or for more information, please contact Maria Ivancic at [maria.ivancic@tc.gc.ca](mailto:maria.ivancic@tc.gc.ca). We look forward to working with you as these Oceans Protection Plan initiatives move forward, and encourage you to visit the [Oceans Protection Plan](#) online for additional information, updates, and engagement opportunities.

Sincerely,

Yvette Myers  
Executive Director, Oceans Protection Plan  
Transport Canada  
Pacific Region



## Community Participation Funding Program (CPFP)

### What is the Program?

The Community Participation Funding Program (CPFP) is a program that can help eligible Indigenous groups and local communities participate in the development and improvement of Canada's marine transportation system in Canada.

The CPFP provides recipients with an opportunity to contribute knowledge for the development and improvement of Canada's marine transportation system to ensure that these will be tailored to the local conditions and environmental sensitivities. The program also encourages recipients to provide input to support the development and implementation of federal marine transportation strategies and policies that may impact their daily activities.

Recipients will be funded to coordinate local engagement activities, participate in, and provide input to meetings for, the development and improvement of Canada's marine transportation system in Canada.

### Who is eligible for funding?

The following groups are eligible for funding:

- Indigenous groups;
- Local communities (for example, municipal governments, resident associations, individuals selected to represent local entities with no legal status);
- Not-for-profit organizations.

Engagement activities and meetings will be identified and posted regularly. Applicants must identify which of these engagement activities and/or meetings they wish to participate in and provide a brief explanation\* as to the reason for their participation in this activity or meeting.

*\*Due to limited funding, we will need to ensure that we distribute the funds to recipients who are directly impacted. Therefore, it is important that you provide a clear explanation to support your participation.*

### Available funding

The CPFP will provide funding over a period of five years and all activities must be completed **by March 31, 2022**.

Funding of up to **\$50,000 per recipient, per funding request**, could be provided.

### What can be reimbursed?

Eligible applicants may receive:

- Funding to coordinate local engagement activities to support input provided to federal and other stakeholders regarding the marine transportation strategies and policies.
- Funding to **reimburse** the costs to prepare for and attend meetings related to the development and improvement of Canada's marine transportation system (e.g. travel, salaries, and administrative costs) – For more information on eligible activities and expenditures refer to the [Applicant's Guide](#).



- Additional funding may be provided to **reimburse** the costs for consultant services to prepare information and contributions related to the development and improvement of Canada's transportation system.

**Note:** The CPFP does NOT provide advance funding - costs will be reimbursed once an agreement is signed and following the submission of receipts for eligible expenses. The awarding of a contribution or a grant will also be conditional on the availability of program funding.

### What activities are eligible for funding under this program?

Eligible activities include:

- Coordinating local engagement activities and /or meetings for stakeholders
- Reviewing documents and providing written comments;
- Preparing for, travelling to, and participating in engagement activities and/or meetings; and
- Hiring expertise or conducting studies.

### When to apply?

Applicants wanting to apply for funding must send in their application package at least **20 business days** prior to the date(s) of the engagement activity(s) and/or meeting(s) they plan to attend. Please note that the funding will be provided on a **first come, first serve basis** until the program funding is fully allocated. Therefore, it is strongly recommended that applicants apply as early as possible but within the above-mentioned deadline. Click here for [meeting dates](#).

### How to apply for funding?

The [CPFP Applicant's Guide](#) provides a detailed description of how to apply for funding. In general, the following information will be required to support eligibility and the selection process:

- Applicant's information;
- Funding request description in relation to Eligibility Assessment Criteria;
- Rationale for funding; and
- Budget estimates for consultant services.

### For more information, please contact:

Community Participation Funding Program  
Transport Canada  
330 Sparks Street, Place de Ville – Tower C (AHEC)  
Ottawa, ON K1A 0N5  
E-mail: [tc.cfpf-pfpc.tc@tc.gc.ca](mailto:tc.cfpf-pfpc.tc@tc.gc.ca)

To obtain the Community Participation Funding Program Applicant's Guide and Application Package, please refer to the following website: [www.tc.gc.ca/cfpf](http://www.tc.gc.ca/cfpf)

**NCRD INFO**

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**From:** Marie Tanner <marie@tanneryoung.com>  
**Sent:** Monday, February 12, 2018 3:24 PM  
**To:** 'Marie Tanner'  
**Subject:** TCYHA - Call for Resolutions 2018 AGM

Call For Resolutions!

Resolutions provide an opportunity for local governments of all sizes and from all areas of the TCYHA region to express concerns, share their experiences and take a united position.

Are there any issues concerning the highway (TC Yellowhead #16 or BC Yellowhead #5) that are bothering you? Anything to do with the highway that is of concern to your municipality? If so, please construct that in the form of a Resolution and submit it for discussion at our Annual General Meeting.

Our members submit resolutions on province-wide or region specific issues for consideration by the full membership at the TCYHA's Annual General Meeting. Resolutions endorsed by the membership are conveyed to senior levels of government and other stakeholders involved in the affairs of our four western provinces.

Resolutions must be submitted by a member community in order to reach the floor at the TCYHA Annual General Meeting (the AGM will be held in Edmonton, April 6<sup>th</sup>; detail forthcoming).

The deadline for submitting resolutions for the 2018 AGM is March 21<sup>st</sup>. While you can still submit resolutions after this date, they will be labelled a 'late' resolution, and may not make it into the printed AGM booklet, depending on how late they are submitted.

The procedures and forms can be found at: <http://www.transcanadayellowhead.com/resources/>. Please ensure that all the documentation is completed prior to submission.

Submit your resolution(s), with the Subject line "Resolutions **2018** – Attn: Resolutions Chair" to [admin@goyellowhead.com](mailto:admin@goyellowhead.com).

If you would like any further information on the above contact John at [admin@goyellowhead.com](mailto:admin@goyellowhead.com).

Thank you,

Sandy Salt (Councillor, Village of Valemount, BC)  
 President  
 TCYHA Board of Directors

*Marie*

Marie Tanner, Customer Relations  
 Tanner Young Publishing Group  
 #1-9301-50 Street  
 Edmonton, Alberta T6B 2L5

Office: 780-465-3362  
 Mobile: 780-717-8049  
 Fax: 780-448-0424

**Corporate Officer NCRD**

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**From:** Golding, Johanna (Calgary) <Johanna.Golding@nexencnoocltld.com>  
**Sent:** Wednesday, February 7, 2018 3:24 PM  
**To:** 'dfish@sqcrd.bc.ca'  
**Subject:** Aurora LNG - Demobilization Plan and Work Commencement Notification (NCRD)

Dear Daniel,

We are writing today to let you know that it is Nexen's expectation that FLNRO will be distributing our Digby Island Demobilization Plan shortly for review and comment. All feedback on the Plan should go directly to FLNRO for their consideration. Nexen will then work with FLNRO to incorporate any necessary revisions.

We would also like to provide you with notification that Nexen will be mobilizing work crews to Digby Island as early as the week of February 19, 2018, with field work beginning the week of February 26, 2018 (weather-dependent). As you may have been made aware, Nexen received the extension on our existing Investigative Use Licence (IUL) permit on December 20, 2017 and we are working on continued demobilization and reclamation activities in anticipation of closing off this permit.

We appreciate your patience as we continue to work with FLNRO to complete the plan and determine the best avenue for responding to any remaining questions that you may still have after you receive it.

We will continue to provide updates as information becomes available.

Thank you,

**Johanna Golding**  
Analyst, Community Relations

***A New Energy***

Nexen Energy ULC  
801 7th Ave S.W.  
Calgary, AB, Canada T2P 3P7  
[www.nexencnoocltld.com](http://www.nexencnoocltld.com)

T: (403) 699-6928 :: F: (403) 718-9748 :: C: (403) 993-9867 :: E: [johanna.golding@nexencnoocltld.com](mailto:johanna.golding@nexencnoocltld.com) ::

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Executive Offices  
Tel. 604 432-6215 Fax 604 451-6614

File: CR-12-01  
Ref: SDD 2017 Nov 24

JAN 18 2018

Chair Barry Pages and Board of Directors  
North Coast Regional District  
14 - 342 3rd Avenue West  
Prince Rupert, B.C. V8J 1L5  
VIA EMAIL: [bpages@mhtv.ca](mailto:bpages@mhtv.ca)

Dear Chair Pages and Board of Directors:

**Re: GVS&DD Commercial Waste Hauler Licensing Bylaw No. 307, 2017**

The purpose of this letter is to request that your Regional District consider writing the Minister of Environment and Climate Change Strategy in support of the *GVS&DD Commercial Waste Hauler Licensing Bylaw No. 307, 2017*.

At its November 24, 2017 regular meeting, the Board of Directors of the Greater Vancouver Sewerage and Drainage District (Metro Vancouver) approved the *GVS&DD Commercial Waste Hauler Licensing Bylaw No. 307, 2017* and approved forwarding the bylaw to the Minister of Environment and Climate Change Strategy for approval.

Metro Vancouver's Commercial Waste Hauler Licensing bylaw would help increase waste diversion by requiring Commercial Waste Haulers in Metro Vancouver to ensure recycling containers are provided for all multi-family and commercial/institutional buildings. The multi-family and commercial/institutional sectors have lower recycling rates compared to the single family sector where municipalities typically directly provide waste and recycling services.

Commercial Waste Hauler Licensing would also facilitate the collection of the Generator Levy, which was approved by the GVS&DD Board on the same date as Commercial Waste Hauler Licensing. The Generator Levy is now in effect. The Generator Levy ensures all waste generators contribute to the fixed costs of the region's transfer station network and solid waste planning, which benefit all waste generators in the region.

The Generator Levy, set at \$40 a tonne for 2018, is incorporated into the Tipping Fee at Metro Vancouver and City of Vancouver disposal facilities and will not affect the total cost of disposal. If waste is delivered to other facilities, haulers will be required to collect the Generator Levy and remit it to Metro Vancouver, thus ensuring that all waste generators contribute to the system regardless of where the waste is ultimately disposed.

23781180


Enclosed is an infographic describing the Generator Levy, Commercial Waste Hauler Licensing and updates to Bylaw 181, a bylaw regulating private facilities that manage solid waste and recyclable materials. Together, Metro Vancouver's regulatory framework updates aim to reduce waste, increase recycling, ensure current and future infrastructure is equitably funded and modernize the way private facilities are regulated.

More information on these regulatory framework updates, including Board reports, consultation program summaries and letters to the Minister, are available on our website: [www.metrovancouver.org](http://www.metrovancouver.org) by searching "Hauler Licensing", "Generator Levy" and "Bylaw 181".

Thank you in advance for considering our request to write the Minister of Environment and Climate Change Strategy in support of *GVS&DD Commercial Waste Hauler Licensing Bylaw No. 307, 2017*.


If you have any questions or if you would like to have a presentation on Metro Vancouver's solid waste regulatory initiatives, please contact Paul Henderson, General Manager, Solid Waste Services, by phone at 604-432-6442 or by email at [Paul.Henderson@metrovancouver.org](mailto:Paul.Henderson@metrovancouver.org).

Yours truly,



Greg Moore  
Chair, Metro Vancouver Board

GM/MB/CM/ph

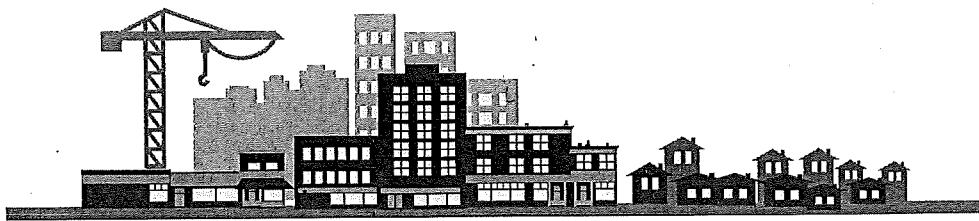


Malcolm Brodie  
Chair Zero Waste Committee

Encl: Metro Vancouver Solid Waste Regulatory Updates Infographic dated December 2017  
(Doc #23835769)

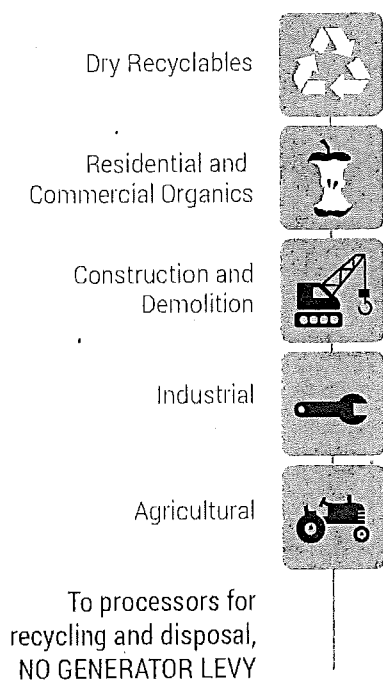
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# METRO VANCOUVER SOLID WASTE REGULATORY UPDATES



Various service providers collect waste and recyclables in the region.

## NO GENERATOR LEVY



Haulers pay **TIPPING FEE** (which includes disposal rate plus **GENERATOR LEVY**)

## GENERATOR LEVY



Commercial waste haulers require license

Garbage to Metro Vancouver or City of Vancouver disposal facilities



Garbage to facilities other than Metro Vancouver or City of Vancouver disposal facilities



Haulers remit **GENERATOR LEVY** to Metro Vancouver

## GENERATOR LEVY

The Generator Levy ensures that all waste generators in the region contribute to the fixed costs of the region's transfer station network and solid waste planning.

## HAULER LICENSING

Commercial Waste Hauler licensing ensures that recycling systems are in place wherever garbage is collected in the region; assists the collection of a Generator Levy.

## BYLAW 181 (enacted 1996)

Bylaw 181 regulates private sector facilities that manage municipal solid waste and recyclable materials. Updates help encourage recycling and ensure level playing field.

Metro Vancouver manages garbage produced by residents and businesses in the Lower Mainland. With a strong commitment to first reducing the waste we generate and aspiring to recycle 80% of the region's waste by 2020, the Generator Levy, Commercial Waste Hauler Licensing and updates to Bylaw 181 are important tools to achieve our zero waste objectives.

February 5, 2018

North Coast Regional District  
Suite 14 - 342 3<sup>rd</sup> Avenue West  
Prince Rupert, BC V8J 1L5

**Attention: Chair Barry Pages**

Dear Chair Pages:

**Subject: 2018 Business Façade Improvement Program  
Northern Development Project Number 5146 50**

The Northern Development Initiative Trust Corporation was created by the Province to be a catalyst for central and northern BC, to grow a strong diversified economy by stimulating sustainable economic growth through strategic and leveraged investments.

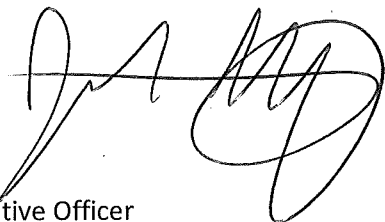
I am pleased to advise you that the North Coast Regional District's Business Façade Improvement application has been approved up to \$10,000 from the North Coast Regional District nominal account. This approval is for the 2018 year (January 26 to December 31, 2018).

Funding under the 2018 Business Façade Improvement program is provided as a reimbursement upon Northern Development's receipt of reporting documents. A complete final report is due by January 31, 2019. The Business Façade Improvement program reporting form can be found on Northern Development's website at <http://www.northernddevelopment.bc.ca/funding-programs/community-development/business-facade-improvement/>. As this program is intended to be a continuous program, formal approval of subsequent year applications are subject to receipt and review of complete reporting from the previous year's project by Northern Development staff.

We wish you every success with the North Coast Regional District's Business Façade Improvement project and we look forward to seeing the results have a positive impact on the local economy.

Sincerely,

Joel McKay  
Chief Executive Officer



- c: Doug Chapman, Chief Administrative Officer, North Coast Regional District  
Daniel Fish, Deputy Corporate Officer, North Coast Regional District  
Michael Racz, Director, North Coast Regional District and Regional Advisor, Northwest Regional Advisory Committee

RECEIVED FEB 13 2017

## NCRD INFO

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**From:** Brock Storry <brock@obrienlogging.com>  
**Sent:** Thursday, February 22, 2018 2:28 PM  
**To:** cao@portclements.ca  
**Cc:** info@sqcrd.bc.ca; chn.skidegate@haidanation.com; 'Lewis, Owen ENV:EX'  
**Subject:** EPN - Burn Permit application Industrial Road, Port Clements  
**Attachments:** EPN Waste Emissions Port Clements DLS.pdf

Hello!

I am attaching a copy of an Environmental Protection Notice for an application we are making to the BC Government. We have a fair bit of wood waste on our log sort on the Industrial Road, and plan to burn it in an Air Curtain Incinerator to minimize emissions.

As per the BC Government Environmental Protection protocol, I am making available a copy to the CHN, the Village of Port Clements, the Regional District, the BC Gazette, and the Haida Gwaii Observer, and will post a copy at the site.

Please feel free to contact me with any questions/comments.

Regards,

**Brock Storry**

***O'Brien & Fuerst Logging Ltd.  
O'Brien Road & Bridge***

180 Highway 16 West  
Port Clements, BC V0T 1R0  
Phone: 250 557 4282  
Fax: 250 557 8542  
Email: [brock@obrienlogging.com](mailto:brock@obrienlogging.com)  
Cellular: (messages only) 250 637 1996

ENVIRONMENTAL PROTECTION NOTICE

Application for a **Permit** under the provisions of the ***Environmental Management Act***.

O'Brien & Fuerst Logging Ltd., PO Box 293, Port Clements, BC V0T 1R0, intend to submit this application to the Director to authorize the discharge of air emissions from an **air curtain burner**. The source of the discharge is wood waste from log handling and processing.

The land upon which the facility will be situated is District Lot 3061, Queen Charlotte District, Haida Gwaii, located on the Port Clements Industrial Road, Port Clements, BC.

The maximum rate of air emissions discharged from this facility is the volume of emissions produced from the burning of approximately 90 m<sup>3</sup> per day in an **air curtain burner** for a maximum of 2500 m<sup>3</sup> per year. The characteristics of the discharge shall be typical emissions from burning wood waste from an air curtain burner. The operation of this facility will be continuous.

The characteristics of the woody debris to be burned consists of bark and trim ends that are accumulated during standard log handling and processing operations.

Any person who may be adversely affected by the proposed air emissions and wishes to provide information may, within 30 days of the last date of posting, publishing, service or display, send written comments to the applicant, with a copy to the Regional Manager, Environmental Protection by email at [Authorizations.South@gov.bc.ca](mailto:Authorizations.South@gov.bc.ca) or by mail to 2<sup>nd</sup> Floor, 10470 152<sup>nd</sup> Street, Surrey BC V3R 0Y3. The identity of any respondents and the contents of anything submitted in relation to this application will become part of the public record.

Dated this 14<sup>th</sup> day of February, 2018.

Contact Person: Brock Storry, 250-557-4282 email: [brock@obrienlogging.com](mailto:brock@obrienlogging.com)



### Staff Report

**Date:** February 23<sup>rd</sup>, 2018

**To:** D. Chapman, Chief Administrative Officer

**From:** D. Fish, Corporate Officer

**Subject:** 2018 Parcel Tax Roll Review Panel Scheduling

#### Recommendation:

**THAT the staff report entitled “2018 Parcel Tax Roll Review Panel Scheduling” be received;**

**AND THAT the Board appoint at least three (3) members of the Board as the Parcel Tax Roll Review Panel to meet and review the Sandspit Water Parcel Tax Roll;**

**AND THAT March 23<sup>rd</sup>, 2018 at 6:45 p.m. be scheduled as the sitting of the Review Panel;**

**AND THAT the Board designate Director \_\_\_\_\_ as Chair of the Review Panel;**

**AND FURTHER THAT the Treasurer be designated as the “Collector” for the parcel tax roll.**

#### BACKGROUND:

Division 4 of the *Community Charter* provides the conditions under which a parcel tax can be imposed for a given service. The North Coast Regional District (NCRD) has a parcel tax for the Sandspit Water service and, therefore, is required to undertake a process to confirm and authenticate the roll each year.

This process includes producing the roll, advertising where the public can view the roll, as well as the process for making a written complaint in regard to the following:

- (a) there is an error or omission respecting a name or address on the parcel tax roll;
- (b) there is an error or omission respecting the inclusion of a parcel;
- (c) there is an error or omission respecting the taxable area or the taxable frontage of a parcel;

(d) an exemption has been improperly allowed or disallowed.

Once the roll has been available for public review and written complaints have been received, the Collector may amend the roll accordingly. In some circumstances, the complaints will be referred to the Roll Review Panel for decision. The final step is to have the roll formally authenticated by a certificate signed by the majority of the members of the review panel.

The Parcel Tax Roll Review Panel process is a legislative requirement and as such will be brought to the **Board's attention each year in preparation for the annual parcel tax requisition.**

**RECOMMENDATION:**

Staff is recommending that: the Board appoint three members to the Parcel Tax Roll Review Panel, including a Chair; that the Treasurer be designated as **the "Collector" for the parcel tax roll; and that** March 23<sup>rd</sup>, 2018 at 6:15 p.m. be scheduled as the sitting of the Parcel Tax Roll Review Panel.



### Staff Report

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**Date:** February 23<sup>rd</sup>, 2018

**To:** D. Chapman, Chief Administrative Officer

**From:** D. Fish, Corporate Officer

**Subject:** April 20<sup>th</sup>, 2018 NCRD Board Meeting – Port Clements, B.C.

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#### Recommendations:

**THAT the staff report entitled “April 20<sup>th</sup>, 2018 NCRD Board Meeting – Port Clements, B.C.” be received;**

**AND THAT a Regular meeting of the Board of the North Coast Regional District be held at the Village of Port Clements Council Chambers, 36 Cedar West, Port Clements, B.C. at 7:00 p.m. on April 20<sup>th</sup>, 2018.**

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#### BACKGROUND:

At its Regular meeting held January 26<sup>th</sup>, 2018, the Board of the North Coast Regional District (NCRD) adopted its 2018 Board meeting schedule. At that time, the Board resolved to hold the April 20<sup>th</sup> Regular Board meeting in Port Clements, with a location to be determined.

#### DISCUSSION:

With respect to travel to Haida Gwaii, Staff is seeking consensus as to which arrangements would work best for the mainland Directors in traveling to Port Clements for the April 23<sup>rd</sup>, 2018 Regular Board meeting. Staff is also requesting confirmation as to which Directors will be attending, as the information is required to make travel reservations.

The following cost estimates have been calculated assuming that five (5) mainland Directors will be attending the April 20<sup>th</sup>, 2018 Regular Board meeting in Port Clements, B.C. Accommodation is being proposed at the Haida House in Tlell. Note that these costs are for Mainland Directors only.

**Option 1: Inland Air (Regular Flights)**

To Masset (Departure)		To Prince Rupert (Return)	
<u>Friday, April 20<sup>th</sup>, 2018</u>		<u>Monday, April 23<sup>rd</sup>, 2018</u>	
8:30 a.m.	Depart from Prince Rupert	9:30 a.m.	Depart from Masset
9:15 a.m.	Arrive in Masset	10:15 a.m.	Arrive in Prince Rupert
1:30 p.m.	Depart from Prince Rupert	2:30 p.m.	Depart from Masset
2:15 p.m.	Arrive in Masset	3:15 p.m.	Arrive in Prince Rupert

Estimated Cost	
Travel	\$2,462.60
Accommodation	\$2,100.00
Per Diem	\$1,200.00
Total	<b><u>\$5,762.60</u></b>

This travel option requires three (3) nights of accommodation and three (3) days of per diem costs. These flight times are set and do not allow for flexibility in scheduling departure and arrival times.

**Option 2: BC Ferries**

To Skidegate (Departure)		To Prince Rupert (Return)	
<u>Thursday, April 19<sup>th</sup>, 2018</u>		<u>Tuesday, April 24<sup>th</sup>, 2018</u>	
10:00 a.m.	Depart from Prince Rupert	10:00 a.m.	Depart from Skidegate
5:00 p.m.	Arrive in Skidegate	5:00 p.m.	Arrive in Prince Rupert

Estimated Cost	
Travel	\$2,582.00
Accommodation	\$3,500.00
Per Diem	\$2,000.00
Vehicle Allowance	\$400.00
Total	<b><u>\$8,482.00</u></b>

This travel option requires five (5) nights of accommodation and five (5) days of per diem costs, as well as vehicle allowance costs for Directors. The sailing times are set and do not allow for flexibility in scheduling departure and arrival times.

**Option 3: Ocean Pacific Air (Chartered Flight)**

To (Departure)		To Prince Rupert (Return)	
<u>Friday, April 20<sup>th</sup>, 2018</u>		<u>Saturday, April 21<sup>st</sup>, 2018</u>	
TBD	Depart from Prince Rupert	TBD	Depart from Port Clements
TBD	Arrive in Port Clements	TBD	Arrive in Prince Rupert

<b>Estimated Cost</b>	
Travel	\$3,769.50
Accommodation	\$700.00
Per Diem	\$400.00
Total	<b><u>\$4,869.50</u></b>

This travel option requires one (1) night of accommodation and one (1) day of per diem costs. The chartered flight is flexible in terms of scheduling departure and arrival times. Space on the chartered flight is limited to five (5).

**RECOMMENDATION:**

Staff is recommending that the Board resolve to hold the April 20<sup>th</sup>, 2018 NCRD Regular Board meeting at 7:00 p.m. in Village of Port Clements Council Chambers. Staff is also seeking further direction from mainland Directors with respect to preferred travel options to attend the aforementioned meeting.



### Staff Report

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**Date:** February 23<sup>rd</sup>, 2018

**To:** D. Chapman, Chief Administrative Officer

**From:** D. Fish, Corporate Officer

**Subject:** Directors- Reimbursement of Travel and Other Expenses Policy Amendment

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#### Recommendations:

**THAT the staff report entitled “Directors- Reimbursement of Travel and Other Expenses Policy Amendment” be received;**

**AND THAT the “Director’s – Reimbursement of Travel and Other Expenses” policy be amended as presented in Attachment A of the staff report entitled “Directors- Reimbursement of Travel and Other Expenses Policy Amendment”.**

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#### BACKGROUND:

The Board of the North Coast Regional District (NCRD) adopted the *Directors – Reimbursement of Travel and Other Expenses* policy in September, 2012, to establish guidelines for the reimbursement of expenses incurred by Directors while traveling on Regional District business.

#### DISCUSSION:

The Policy states that the Skeena-Queen Charlotte Regional District will provide reimbursement for reasonable out-of-pocket transportation, accommodation, food and other expenses, while traveling on Regional District business.

At present, the scope of the policy applies to all Directors of the Regional District, however, authorized travel does not include travel to the annual convention of the Association of Vancouver Island and Coastal Communities (AVICC). Given the NCRD is now a member of the AVICC, reimbursement for Directors to attend the AVICC annual convention should now be authorized through policy.

Current policy allows for the reimbursement of travel expenses for Electoral Area Directors attending the North Central Local Government Association (NCGLA), as member municipalities cover costs for their Council members to attend on their behalf.

Given that not all NCRD member municipalities are currently members of the AVICC, staff is proposing a policy amendment as follows:

### Section 3 – Scope

- Add: 3.10 Association of Vancouver Island and Coastal Communities annual convention for Electoral Area Directors and Directors whose municipality is not a member within the Association of Vancouver Island and Coastal Communities.

Additionally, staff are proposing housekeeping amendments to the policy to reflect the municipal name change from the Skeena-Queen Charlotte Regional District to the North Coast Regional District.

**For the Board's consideration, an amended *Directors – Reimbursement of Travel and Other Expenses* policy has been included as Attachment A to this report, with proposed amendments presented in red, underlined font.**

### **RECOMMENDATION:**

Staff is recommending that the Board resolve to amend the *Directors – Reimbursement of Travel and Other Expenses* policy as presented in Attachment A to this report.



## **North Coast Regional District**

### **BOARD POLICY**

<b>Title:</b>	Directors – Reimbursement of Travel and Other Expenses
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#### **1. PURPOSE**

To establish guidelines for the reimbursement of expenses incurred by Directors while traveling on Regional District business.

#### **2. POLICY**

The North Coast Regional District will provide reimbursement for reasonable out-of-pocket transportation, accommodation, food and other expenses, while traveling on Regional District business, in accordance with the attached Schedule of Allowable Expenses.

#### **3. SCOPE**

This policy applies to all Directors of the Regional District while on authorized travel including:

- 3.1 Regional District Board meetings;
- 3.2 Regional District Committee meetings;
- 3.3 Regional District Public Hearings;
- 3.4 Regional Hospital District Board meetings;
- 3.5 Union of BC Municipalities annual convention for Electoral Area Directors;
- 3.6 North Central Local Government Association annual convention for Electoral Area Directors;
- 3.7 Travel to a meeting of any agency or organization for a Director appointed by the Board as a representative to that agency or organization (Board-Appointed Representative);
- 3.8 Protocol meetings for Haida Gwaii Electoral Area Directors;
- 3.9 Any travel approved by resolution of the Board; and
- 3.10 Association of Vancouver Island and Coastal Communities annual convention for Electoral Area Directors and Directors whose municipality is not a member within the Association of Vancouver Island and Coastal Communities.

#### **4. DEFINITIONS**

**“Authorized Travel”** is the travel identified within the Director Remuneration Bylaw as “authorized” or is otherwise approved by resolution of the Board and subject to available funding within the approved Financial Plan.

**“Destination”** is the location of meeting as designated by the Regional District or, in the case of conventions or other non-Regional District meetings, the location of that event.

**“Director”** means both Directors and Alternate Directors

**“Out of Pocket”** means those expenses requiring an outlay of funds.

*“Regional District”* is the [North Coast](#) Regional District.

*“Regular Point of Origin”* is the normal place of occupation or place of business from which a Director would regularly travel to and from meetings on behalf of the Regional District.

## **5. RESPONSIBILITY:**

5.1. Directors are responsible for ensuring that travel is authorized and that expenses are claimed in a timely manner and consistent with this policy.

5.2. All travel other than the regular travel to and from Board meeting be approved by the Chief Administrative Officer in advance.

5.3. The Treasurer is responsible for administering this policy.

5.4. The Chief Administrative Officer is responsible for reviewing and approving Directors expense claims in a manner consistent with this policy, the Schedule of Allowable Expenses and the Travel Expense Procedures.

5.5. Where a Director is entitled to claim for reimbursement from another organization the amount claimed from the Regional District must be reduced by that amount, or;

Where the Regional District is entitled to claim for a portion of the travel costs from another organization, the Director must notify the Regional District of any recovery to be made from the third party.

5.6. Directors are responsible for ensuring the most cost-effective and cost-efficient mode of travel is used, including booking air travel in advance to avoid premium rates.

If travel arrangements are expected to be more than regular airfare, Directors shall obtain CAO approval in advance.

5.7. Whenever possible, Directors will travel the day of the meeting; however, when necessary, the Regional District will reimburse for accommodation and pay the per diem for the day before and day after the meeting and/or convention.

5.8. Where travel is required to attend non-Regional District meetings on behalf of the Regional District and the cost of that travel is covered by the hosting organization, Directors will, if possible, book the travel through the hosting organization or seek reimbursement directly from that organization (RHD meetings are expected under this article as cost recovery is by special arrangement).

5.9. When staff assistance is required to make travel arrangements, Directors are responsible to provide staff with adequate notice.

## 6. PROCEDURES:

This policy will be managed in conjunction with the Finance Procedures for Travel Expenses Claims

## 7. REFERENCES:

- Director Remuneration Bylaw
- Expense Claim Form

<b>Amendment Date:</b>		<b>Resolution No.</b>	
<b>Amendment Date:</b>	December 13, 2013	<b>Resolution No.</b>	411-2013
<b>Amendment Date:</b>	October 18, 2013	<b>Resolution No.</b>	371-2013
<b>Approval Date:</b>	September 21, 2012	<b>Resolution No.</b>	326-2012

### **Schedule of Allowable Expenses**

#### **Transportation:**

The **most economical mode** of transportation is to be used, unless there is a specific practical reason to choose otherwise; i.e. flying may be preferable to driving long distances.

1. Travel by Private Vehicle – reimbursed at a per kilometer rate, based on the “**Reasonable Per-Kilometre Allowance**” rate as set by the Canada Revenue Agency.
2. Ferry – at actual cost and may include the cost of an onboard cabin when traveling on the ferry.
3. Air Transportation – at actual cost, not to exceed regular economy fare
4. Parking and Taxis – at actual cost
5. Car Rental – at actual cost, where its use is deemed necessary.

#### **Accommodation:**

6. Commercial Accommodation – at actual cost.
7. Private Accommodation - \$30 per night

#### **Food:**

8. Per Diem - where the travel requires an overnight stay, a per diem, including the cost of incidentals and gratuities, of \$80.00 per night may be claimed. Incidentals include items such as coffee, water, use of cellphone, laundry, etc.
9. Meal Allowance – the following rates, including gratuities, will apply where use of the Per Diem rate is not applicable and meals were required:  

Breakfast	\$15.00;	Lunch	\$20.00;	Dinner	\$35.00
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10. Where meals are otherwise provided, the per diem for those meals must be deducted from the per diem.

#### **Other Expenses:**

11. Conference fees – at actual cost
12. Course Registration and Materials – at actual cost
13. Telephone, Facsimile & Internet Connectivity charges – at actual cost

**Partner Participation:**

When traveling with a Director to an authorized conference or event, the following will apply:

14. Banquets –Regional District will cover the cost for a Director’s partner to attend the banquet
15. Other costs –Regional District will not cover other costs for partners including food, transportation and participation in partner events.

**Exclusions:**

The following expenditures will not be reimbursed by the Regional District:

1. When transportation is otherwise provided and a Director chooses to travel by alternate means;
2. Travel Insurance;
3. Personal telephone calls;
4. Liquor; and
5. Fines or penalties related to personal misconduct ie: traffic violations.
6. Travel that is not between the Destination and Regular Point of Origin and that is not official Regional District business.



### Staff Report

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**Date:** February 23<sup>rd</sup>, 2018

**To:** D. Chapman, Chief Administrative Officer

**From:** M. Williams, Planning Consultant

**Subject:** OCP and Zoning Amendment – Graham Island

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#### Recommendations:

**THAT the zoning amendment application for 517 Lawn Hill Road (PID 008-423-865 & 013-768-344) be received for consideration;**

**AND THAT the zoning and OCP amendment application for 517 Lawn Hill Road (PID 008-423-865 & 013-768-344) be referred to: Advisory Planning Commission, Northern Health Authority, Solutions Table (Haida Council), Government of Canada and federal agencies, and Province of BC and provincial agencies.**

**AND FURTHER THAT staff prepare bylaws to amend Graham Island's Official Community Plan and Zoning Bylaw for 517 Lawn Hill Road (PID 008-423-865 & 013-768-344).**

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#### BACKGROUND:

Mr. Clint Murdaugh, property owner, submitted an OCP and zoning amendment application for two lots in Tlell. The applicant is requesting the lots be zoned from A1 – Agriculture-Forestry District to R2 – Small Holdings District. This application also requires an amendment to the *Official Community Plan* designating the area Residential to align with desired zoning. Current OCP designation is Rural.

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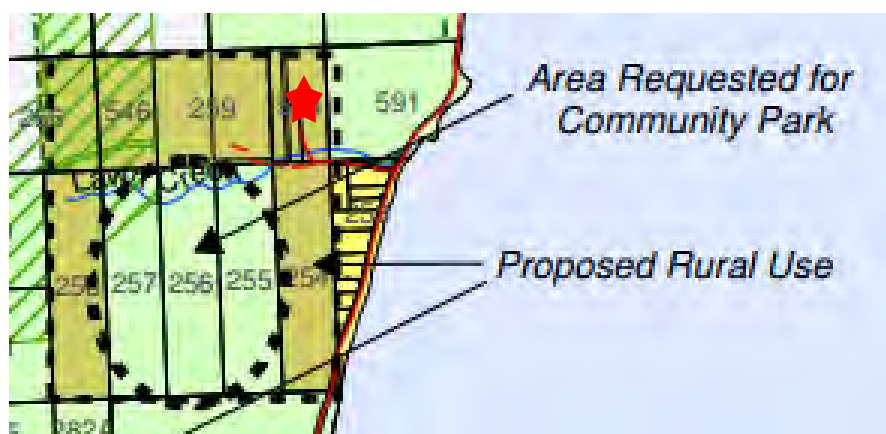
## DISCUSSION:

### Official Community Plan Amendment

OCPs generally reflect the existing use of a property at time of adoption; however, the Plan can identify areas where future land uses do not align with existing use. In this instance, the lot is designated as Rural where the appropriate zoning would be R-1 District. A summary of land use designations is provided below to identify which OCP designation aligns with specific zones.

OCP Designation	Appropriate Zone	Minimum Lot Size
Agriculture	A-1 - <i>current zoning</i>	6 ha
Rural - <i>current designation</i>	R-1	1.5 ha
Residential - <i>proposed designation</i>	R-2 - <i>proposed zoning</i>	0.8 ha

The Rural designation in the OCP identifies areas to remain rural in nature—this includes small agricultural operations and larger lot rural-residential properties. The adjacent lots are marked for Rural development. A Residential development is in close proximity. Below is a clip from OCP Schedule C5. The red star identifies subject properties.



The applicant has requested that the OCP Schedule C5 be amended to from Rural to Residential. The change in designation would then permit a zoning amendment to R-2 District, which allows for higher-density development than currently prescribed for.

Relevant OCP policy and objectives are attached as Appendix 1.

### **Zoning Amendment**

The applicant has requested that zoning be changed from A-1 to R-2. This change would allow future subdivision of the District Lot beyond what is currently proposed. Existing land uses are permitted under both zones. A summary of the regulations is provided below.

	Current: A-1	Proposed: R-2	OCP Compliant: R-1
Permitted Uses	Agriculture Forestry Residential Camp Vet Clinic, kennel Residential Home Occupation Accessory Building Gravel extraction Mineral exploration	Agriculture Residential Home Occupation Accessory Building	Agriculture Residential Home Occupation Accessory Buildings
Min Lot Area	6 hectares	0.8 hectares	1.5 ha
Setbacks	Front: 7m Rear: 7m Side: 5m		
Density	Two dwelling units	1 dwelling unit	1 dwelling unit
Keeping of Animals	Permitted	Permitted	Permitted

**SUMMARY:**

The applicant is seeking to amend the OCP and Zoning Bylaw to a higher-density residential zone. This would allow for the desired subdivision into four lots. Rezoning the entire portion of the District Lot may result in further subdivision in the future.

OCP:	Rural	→	Residential
Zoning:	A-1	→	R-2

**Alternatives**

The Board may identify alternatives for staff to pursue. Alternatives include:

1. Only amending the affected portion of the lot, creating two zones on a single District Lot;
2. Identify R-1 as the more appropriate zone based on the current OCP designation; or
3. Another option as identified through discussion of the Board.

Note: during discussions the applicant has agreed to consider amending the zoning to the lower half of the lot only. This would reduce the potential for further subdivision in the future without another zoning amendment being brought forward for consideration. Should the entire lot be rezoned, the NCRD would be referred the subdivision for comment as a stakeholder.

**RECOMMENDATION:**

Staff is recommending that the Board resolve to accept the application and to direct staff to prepare required bylaws to amend the Official Community Plan and Zoning Bylaw. Staff are **seeking direction on the Board's preference to rezone the** entire District Lot or the lower portion for the current subdivision plans.

## **Appendix 1: Excerpts from Rural Graham Island OCP**

### **Growth Management**

- Objective 2*      To direct future residential growth towards established settlement areas.
- Objective 3*      To ensure that land use changes and development respect the local character of Graham Island and are appropriately paced and designed.
- Policy 1*          New development within Area D shall occur **primarily within the boundaries of the local planning areas of Tlell, Tow Hill, Graham Central/Masset Inlet and Lawnhill/Miller Creek shown on Schedule C.**
- Policy 3*          Future development activity should only be permitted to occur at a scale and rate of growth that is respectful of: a. community-held values pertaining to the environment; b. Rural Graham Island's rural qualities and character; c. Rural Graham Island's limited infrastructure; and d. The requirements of the applicable regulatory land use bylaws.

### **Residential Use**

- Objective 5*      To preserve rural lands for rural purposes rather than being considered as a reserve for future residential, commercial or industrial uses.
- Policy 3*          Rural lands are intended to be retained for low density residential and agricultural uses over the long-term.

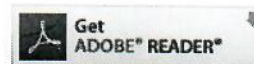
### **Forest Lands**

- Policy 1*          The Regional District recognizes and supports the objectives of the Strategic Land Use Agreement (SLUA).

**Adobe Reader 8.0+ is required to complete this application form.**

If you are using an earlier version, you will not be able to save any information you enter into the form.

Adobe Reader is a free download available at: <http://www.adobe.com/products/acrobat/readstep2.html>



✦ Please ensure documents are downloaded and saved to your computer desktop prior to entering any information. If opened and completed within your internet browser, any information entered will not be saved.

✦ **NOTICE:** You must fill out and submit a pre-qualification form before you submit an application unless your festival or event has previously been approved for funding.

### 1. Project Name

Provide the name of the festival or event:	
Edge of the World Music Festival 2018	
Provide the date(s) of the festival or event:	Have you previously received any Northern Development funding for this festival or event?
August 10,11,& 12  ✦ Applications must be submitted at least six weeks before the festival or event is scheduled to take place.	<input checked="" type="radio"/> Yes <input type="radio"/> No

### 2. Applicant Profile

Applicant organization (legal name): Edge of the World Music Festival	Non-profit society registration no.: 41896
Mailing address: PO Box 812	Telephone: 250-5592323
Email: scottmarsden@haidagwaii.ca	Website (URL): edgefestival.ca

### 3. Primary Contact Information

Primary contact (for this application): Scott Marsden	Position/title: Volunnteer Fund-raisier
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Complete the following if different from applicant organization contact information:

Mailing address:	Email:	Telephone:

## 4. Resolution of Support

Identify the municipality or regional district that is providing a resolution of support for this funding application:

Port Clements

The resolution of support is:

- ☐ Not required. The festival or event has been previously approved for funding.  
 ✦ *If the festival or event is located in the North Coast Regional District or Village of Cache Creek, a resolution of support is required for each application.*
- ☐ Attached.
- ☒ Not yet secured. The scheduled council meeting date is: February 19 2018

✦ *Applicants are responsible for securing a resolution outlining support for the Northern Development funding request from a municipality or regional district. The applicant must provide a copy of the resolution of support to Northern Development before an application can be considered for funding.*

✦ *Sample Resolution: THAT, the (insert local government name) supports the application to Northern Development Initiative Trust from the (insert applicant organization name) for a grant of up to \$(insert amount) for the (insert festival or event name) from the (insert regional development account name).*

## 5. Eligibility Confirmation

Please check all that apply:

- ☒ I have filled out the pre-qualification form available online. (If not, you must fill out this form before submitting an application.)
- ☒ The event is not in its first year of operation.
- ☒ The event is held in a concentrated time period.  
 ✦ *For example, the event is not a series of summer music concerts, multi-weekend regional mountain bike race, etc.*
- ☒ The event is not a fundraiser.  
 ✦ *For example, Terry Fox Run, Relay For Life, Festival of Trees, etc.*
- ☒ The event is not political in nature.  
 ✦ *For example, a partisan rally or gathering, an issue-based fundraiser, etc.*
- ☒ The event is not religious in nature.  
 ✦ *For example, Christmas, Halloween, Thanksgiving, or Easter event, etc.*
- ☒ The event is not held annually in communities across the province or country.  
 ✦ *For example, Canada Day celebrations, Remembrance Day memorials, May Day parades, etc.*
- ☒ The event is not a league or club event.  
 ✦ *For example, sports training camps, provincial sport tournaments, bonspiels, etc.*
- ☒ The event is not solely an artisan and craft fair.
- ☒ The event is not an industry based event.  
 ✦ *For example, oil and gas industry event, cattle industry event, forestry industry event, etc.*
- ☒ The event is not part of a conference or workshop.  
 ✦ *For example, Natural Resource Forum, Air Quality Workshop, Oil and Gas Conference, etc.*

## 6. Festival/Event Overview

Provide a description of the festival or event:

EOTW is 3-day music festival (Friday/Saturday/Sunday) August 10, 11, & 12 and features a mix of local artists and visiting artists. EOTW is the only festival of its kind on Haida Gwaii, and one of a handful on the northern British Columbia. We fulfill our mandate by providing the venue that allows professional artists to present their craft and help create a community of artistic support in the region. The festival pays professional artists fees for the performers and assists in transportation and accommodation expenses for visiting artists in the festival. We compensate artists and technicians by paying fees at industry standard and by adhering to international copyright law, including SOCAN fees.

Please describe how the festival or event promotes or strengthens the unique character of the community:

EOTW offers many opportunities for local musicians to share the stage with Canadian and international artists, learning from one another and growing in their respective artistic practice. EOTW promotes Haida culture and many festival patrons are drawn to the festival by the promise of being able to witness the ceremonial dances of the Masset and Skidegate Haida groups. In 2017, presented 68 heritage performers in dance groups to perform, and tell stories. The dance groups included Haida dance groups, Kuun7laanaas Jaanaas Dancers, and Hltaaxuulang Guud Ad K'aajuu Dancers, and performed in front of over 1500 people and EOTW plans to offer this in 2018. We also had 23 local artisans participate in the vendor's area and sold local artists works and foods from Haida Gwaii.

Has your organization previously been funded under this program? If so, what year(s)?

Yes. 2017, 2016 & 2015

Do you have any paid staff for this festival or event? If so, how many?

EOTW has one paid position. The bookkeeper is responsible for keeping detailed financial records of all festival business, as well as preparing a Year End Statement, helping the Board of Directors with setting the festival budget, and reconciling all on-line transactions. This is a part-time position with nominal pay.

Do you have any volunteers for this festival or event? If so, how many?

The EOTW measurable results included assessing number of attendees and volunteer participation. We had 155 volunteers for a total of 4,255 hours.

## 7. Direct Economic Benefits

<p>Outline the economic benefits to the local or regional economy:</p> <p>EOTW is committed to providing local businesses and not-for-profits with commercial opportunities. Local businesses that received support from recent festivals include: Tlell Fall Fair Committee, Big Red Transportation, Crystal Cabin, AMS Hardware store, Queen Charlotte Observer and Haida Gwaii Trader. In addition, Masset Co-op and Pacific Coastal Airlines have been supportive of the festival by assisting the transportation of visiting artists. Almost 80% of our vendors are local and sell local food, arts and crafts, fine art works and other items. Visitors play an important role in EOTW and the Haida Gwaii economy. They bring substantial economic benefits to local businesses at the festival and beyond. EOTW reaches beyond BC, inviting performers and guests from off island to come and enjoy local, regional, and national musical talent.</p>	
<p>Outline how the festival or event will attract tourism to the community:</p> <p>EOTW presents local, regional, national, and international musical acts including world beat, electronica, blues, country, rock, reggae, blue grass, hip-hop and spoken word. EOTW reaches beyond BC, inviting performers and guests from off island to come and enjoy local, regional, and national musical talent. Three days of song, dance, and celebration brings together the community of islanders, along with our visitors from across BC and Canada. EOTW focuses on the presentation of high profile First Nations musical acts to build a stronger relationship with the Haida and All-Island communities and develop a series of professional development workshops for emerging musicians island-wide.</p>	
<p>Does your festival or event feature artistic performances?</p> <p><input checked="" type="radio"/> Yes    <input type="radio"/> No</p>	<p>If yes, do you compensate artists and arts professionals by paying fees at industry standards and adhere to international intellectual property rights standards?</p> <p><input checked="" type="radio"/> Yes    <input type="radio"/> No</p>
<p>Number of people who attended or participated in the previous festival or event:</p> <p>1500</p>	<p>Number of people projected to participate or attend the festival or event this year:</p> <p>1800</p>
<p>Do you track where attendees and participants are from (e.g. their home community)?</p> <p><input type="radio"/> Yes    <input checked="" type="radio"/> No</p>	<p>What percentage or number of last year's attendees was from outside the community in which the festival or event was held?</p> <p>40 %</p>

## 8. Festival/Event Financials

<p>Actual expenses for last year's festival or event:</p> <p>\$ 112,800.00</p>	<p>Actual revenue for last year's festival or event:</p> <p>\$ 91,308.00</p>
<p>Budgeted expenses for this year's festival or event:</p> <p>\$ 101,805.00</p>	<p>Estimated revenue for this year's festival or event:</p> <p>\$ 95,700.00</p>

+ Complete the above, however if you wish to provide a more detailed project budget, please attach separately to this application.

## 9. Funding Request

The following funding is requested from Northern Development:

Funding type:	Amount (\$):	
Grant	\$ 5,000	<p>✦ <i>Maximum allowable grant is:</i></p> <p>- \$2,500 per festival or event with a total project budget less than \$50,000.</p> <p>- \$5,000 per festival or event with a total project budget of \$50,000 or greater.</p>
<p>Describe how will the funding be used to increase the event hosting capacity:</p> <p>We are asking for support of two projects.</p> <p>1) The EOTW workshops over a two-day period that offer fun and creative opportunities for the general public to spend making music and visual art, being in a puppet show, learning new yoga moves, learning about both Haida dialectics, and hanging out with festival musicians and artists. The workshops are attended by kids to seniors and is for people from both off-island and across Haida Gwaii.</p> <p>2) This new program aims to offer children ages 5-18 the opportunity to write and perform their original creations in a fun and supportive environment. Over the span of the five days, participants will explore song writing basics including: song structure, lyric writing, performance techniques, microphone etiquette, ensemble, group, and individual work, self expression and creative exploration, vocal technique, basic instrumentation and instrument instruction, and opportunity to explore music and creative expression in a fun, safe and supportive environment.</p>		

✦ Please refer to the *Fabulous Festivals and Events Application Guide* for ineligible costs.

## 10. Other Funding Sources (if applicable)

Funding source:	Amount (\$):
Gwaii Trust	\$ 10,000
Edge of the World Music Festival	\$ 5,000
	\$
	\$
	\$
TOTAL OTHER FUNDING: \$ 15,000	

## 11. Attachments

List all documents attached to this application:

Document name:
<input checked="" type="checkbox"/> 1) Required: Financial statements from the last festival or event.
<input checked="" type="checkbox"/> 2) Required: A copy of the most recent festival or event brochure.
<input checked="" type="checkbox"/> 3) Required: Society incorporation document.
<input type="checkbox"/> 4) Required (if applicable): Local government resolution.
5)
6)

## 12. Authorization

- ☒ I have read and understand the Fabulous Festivals and Events Application Guide including the ineligible costs.
- ☒ I confirm that the information in this application is accurate and complete, and that the project proposal, including plans and budgets, is fairly presented.
- ☒ I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development Initiative Trust (Northern Development).
- ☒ I also agree to submit a report using Northern Development's reporting form to verify performance measures for the event within 30 days of the festival or event's completion and where required, financial accounting for evaluation of the activity funded by Northern Development.
- ☒ I agree to provide photos of the festival or event and permission for Northern Development to use the photos for promotional purposes.
- ☒ I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.
- ☒ I agree to publicly acknowledge funding and assistance by Northern Development.
- ☒ I authorize Northern Development to make enquiries, collect and share information with such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations, as Northern Development deems necessary for decision, administration, and monitoring purposes for this project.
- ☒ I agree that information provided in this application may be shared with the appropriate regional advisory committee(s), board of directors, Northern Development staff, and consultants.

Name (organization signing authority): ✦ Please type name.	Position/title:	Date:
Scott Marsden	Volunteer Fund-raiser	February 2 2018

## 13. Submitting Your Application

Completed funding applications (with all required attachments) should be provided electronically to Northern Development by email. ✦ *Please do not scan this form (if possible).*

Email: [info@northerndevlopment.bc.ca](mailto:info@northerndevlopment.bc.ca)

EOTW Budget 2018 Projected		-6105	14058	-20537	6349	17121	-6675	1580	-9573	7740	1967	5771
REVENUE		2018 Dec 8	Chge / 2017	2017 Actual	2016 Actual	2015 Actual	2014 ACTUAL	2013 Actual	2012 Actual	2011 Actual	2010 Actual	2009 Actual
Advertising		2000	-40	2040	1298	1140	1360	557	690	990	1,400	800
Artists Merchandise		0	0	0	0	0	0	0	91	296	0	182
Donations		1500	155	1345	1636	1454	2540	1,475	2,240	2,625	0	0
Fundraising		0	-857	857	1335	2570	1121	1,249	1,776	2,487	0	1,658
Gate		60000	3580	56420	80793	71458	49793	50,300	41,067	42,937	31,388	27,648
Grants		16000	150	15850	18300	19412	7603	8,850	500	11,910	10,352	9,500
Interest		500	60	440	195	50	870	447	541	504	715	1,602
Membership Fees		100	30	70	95	95	95	115	115	110	115	145
Merchandise		8500	1163	7337	6958	4630	4275	6,419	5,040	5,443	2,676	3,656
Other		0	0	0	10	200	605	0	0	120	0	0
Sponsorship		100	-30	130	0	750		0	0	900	1,600	3,200
Vendors		7000	181	6819	8915	5935	6036	4,233	5,068	4,060	2,300	2,025
<b>TOTAL REVENUE</b>		<b>95700</b>	<b>4392</b>	<b>91308</b>	<b>119534</b>	<b>107693</b>	<b>74298</b>	<b>73,646</b>	<b>57,129</b>	<b>72,381</b>	<b>50,546</b>	<b>50,416</b>
<b>EXPENSES</b>												
<b>Administration</b>												
Accounting Services		-2500	-200	-2300	-2000	-2000	-2000	-2,000	-2,000	-2,000	-1,728	1,980
Website		-370	-7	-363	-1215	-166						
Annual Fees		-50	0	-50	-75	-75	-75	-60	-51	-169	-188	181
Insurance		-1300	25	-1325	-1300	-2100	-2100	-2,075	-1,525	-1,625	-1,495	1,375
Interest & Bank Charges		-70	-5	-65	-31	-51	-24	-28	-18	-28	-146	160
Copy/printing		-125	-18	-108	-122	-105	-175	-117	-21	-141		
Office Supplies		-100	54	-154	-96	-27	-100	-18	-113	-89	-324	51
Other (incl. AGM room)		-150	-28	-122	-124	-674	-462	-445	-127	-1,412	-596	111
Transportation/travel		-900	228	-1128	-610	-744	-648	-350	-198	-117		
<b>SUBTOTAL</b>		<b>-5565</b>	<b>49</b>	<b>-5614</b>	<b>-5697</b>	<b>-5941</b>	<b>-5583</b>	<b>-5,093</b>	<b>-4,053</b>	<b>-5,581</b>	<b>-4,478</b>	<b>3,858</b>
<b>Entertainment</b>												
Ambience		-700	-241	-459	-1400	-810	-525	-702	-1,057	-1,623	-757	730
Fringe		0	0	0	0	0	-36	0	0	0	-400	100
Performers Accommm		-500	-500	0	-1287	-951	-610	-700	-125	-781		
Performers Fees (incl. travel)		-35000	2355	-37355	-36120	-23775	-18363	-5,048	-8,816	-8,258	-13,084	7,955
Performers Other (new 2014)		-500	189	-689	-613	-316	-993					
Performers Travel		0	3079	-3079	-4121	-5220	-6645	-14,594	-7,943	-7,914		
Kids		-350	-42	-308	-605	-1515	-350	-500	-527	-390	-319	88
Other		0	25	-25	0	-131	-45					
SOCAN Fees		-1800	-220	-1580	-1335	-418	-913	-174	-270	-283	-228	355
On-Island Travel		-1700	-1511	-189	-157	-963	-1241	-779	-746	-1,076	-60	3,447
Workshop		-3000	-167	-2833	-1825	0	0	0	0	-213	-61	0
<b>SUBTOTAL</b>		<b>-43550</b>	<b>2967</b>	<b>-46517</b>	<b>-47463</b>	<b>-34099</b>	<b>-29720</b>	<b>-22,497</b>	<b>-19,485</b>	<b>-20,538</b>	<b>-15,015</b>	<b>15,875</b>
<b>Hospitality</b>												
Equipment		-1200	456	-1656	-1227	-1314	-569	-368	-15	-38	-250	515
Food		-8000	2191	-10191	-7575	-7000	-6500	-6,500	-6,500	-7,422	-6,000	4,524
Fuel		-120	-120	0	-111	-274	-292	-105	-266	-280	0	0
Other		0	0	0	-236	-710	-1169	-277	-373	-60	0	0
Transportation/travel		-50	-17	-33	0	-148	-50	-50	-25	0		
<b>SUBTOTAL</b>		<b>-9370</b>	<b>2511</b>	<b>-11881</b>	<b>-9149</b>	<b>-9445</b>	<b>-8580</b>	<b>-7,299</b>	<b>-7,179</b>	<b>-7,800</b>	<b>-6,250</b>	<b>5,039</b>
<b>Promotions</b>												
Advertising		-1500	-546	-954	-1838	-2184	-2067	-2,081	-1,528	-1,655	-1,827	1,765
Guest Packages		-200	-74	-126	0	-484	-192	0	0	0	0	0
Merchandising		-6500	-1441	-5059	-11388	-4137	-4531	-4,449	-4,413	-4,277	-3,423	2,986
Other		-45	0	-45	-445	-184	0	-69	-224	-143	0	225
Programs & Posters		-1000	740	-1740	-1018	-1038	-2333	-2,890	-2,523	-2,141	-1,418	1,145
Transportation/travel		-50	-17	-33	-784	-25	-16	-99	-172	0		
<b>SUBTOTAL</b>		<b>-9295</b>	<b>-1337</b>	<b>-7958</b>	<b>-15472</b>	<b>-8053</b>	<b>-9139</b>	<b>-9,588</b>	<b>-8,860</b>	<b>-8,216</b>	<b>-6,668</b>	<b>6,120</b>
<b>Site</b>												
Building Materials		-2500	712	-3212	-4601	-2231	-2253	-2,166	-1,417	-1,505	-260	150
Camping Shuttle (NEW 2016)		-200	-27	-173	-590							
Gate		-50	-50	0	-71	-134	-50	-100	-472	-66	-112	316
Other		-200	-56	-144	0	-660	-692	-656	-600	-320	-100	105
Parking & Traffic		-100	-51	-49	0	0	-95	0	0	-60	0	0
Sanitation		-3500	696	-4196	-3517	-2285	-1838	-2,063	-1,069	-660	-77	112
Security		-1000	-81	-919	-470	-3917	-797	-1,216	-500	-979	-343	0
Signage (NEW 2016)		-150	-25	-125	-4182							
Site Rental (NEW 2016)		-1200	0	-1200	-1200							
Storage		-900	-51	-849	-1115	-1120	-1120	-1,120	-1,269	-1,368	-1,239	1,186
Transportation		-400	-24	-376	-492	-173	-500	-345	-435	-169	-306	781
<b>SUBTOTAL</b>		<b>-10200</b>	<b>1042</b>	<b>-11242</b>	<b>-16239</b>	<b>-10520</b>	<b>-7345</b>	<b>-7,666</b>	<b>-5,762</b>	<b>-5,126</b>	<b>-2,437</b>	<b>2,651</b>
<b>Special Program</b>												
Laskeek Bay Support		0	428	-428								
Elizabeth Inkster Memorial		0	428	-428	0	0	-280	-701				
<b>SUBTOTAL</b>		<b>0</b>	<b>857</b>	<b>-857</b>	<b>0</b>	<b>0</b>	<b>-561</b>	<b>-901</b>	<b>-4</b>	<b>-3,590</b>	<b>0</b>	<b>0</b>
<b>Staging</b>												
Backstage Supplies		-800	542	-1342	-618	-668						
Other		0	0	0	0	0	-22	-289	0	0	0	0
Production (formerly Sound)		-23000	-9820	-13181	-8439	-11833	-11085	-9,454	-7,663	-10,185	-6,483	5,740
Tent Rental/Staging (see above)			12856	-12856	-9822	-9504	-8663	-7,954	-7,809	-3,604	-7,248	4,370
Transportation/travel		-25	0	-25	-25	-25	-75	-7	0	0		
<b>SUBTOTAL</b>		<b>-23825</b>	<b>3578</b>	<b>-27403</b>	<b>-18971</b>	<b>-22031</b>	<b>-19844</b>	<b>-17,704</b>	<b>-15,472</b>	<b>-13,789</b>	<b>-13,731</b>	<b>10,583</b>

<b>BALANCE (Deficit)</b>		2018 Dec 8	Chge / 2017	2017 Actual	2016 Actual	2015 Actual	2014 ACTUAL	2013 Actual	2012 Actual	2011 Actual	2010 Actual	2009 Actual
TOTAL Revenue		95700	4392	91308	119534	107693	74298	73646	57129	72381	50546	50416
TOTAL Expenditures		-101805	9666	-111472	-112924	-90089	-80771	-70,748	-60,815	-64,641	-48,579	-44,645
GROSS Excess Revenue over Expenditures		-6105	14058	-20164	6610	17604	-6474	2,898	-3,686	7,740	1,967	5,771
Adjust for year end transfers				-373	-261	-483	-202	-1,318	-5,887			
Current Excess Revenue over Expenditures		-6105	14058	-20537	6349	17121	-6675	1,580.42	-9,572.56	7,740.45	1,967.29	5,771.39
<b>SPECIAL FUNDS</b>		2018 Dec 8	Chge / 2017	2017 Actual	2016 Actual	2015 Actual	2014 ACTUAL	2013 Balance	2012 Balance			
<b>CAPITAL Expenditures</b>												
Camping Gear Amortization				0	0	-145	-305	-465	-625			
Multi-year Banners and Signage Amortization				-641	0	-772	-1432	-1,728	-2,328			
Performers Camping Outhouse				0	0	-842	-1292	-1,742	0			
Sound Equipment				-3530	-1461	-3461	-5101	-5,545	0			
Storage Shed Amortization				-1168	0	-1115	-2235	-3,355	-4,475			
Tent Shelters				0	-1970	-3770	-5370	-5,050	0			
Kitchen Equipment				-1603	0							
Lighting Equipment				-885	0							
SUBTOTAL		0	7827	-7827	-3431	-10105	-15735	-17,884	-7,428			
<b>RESERVE FUNDS</b>												
Special Program Support		1549		1549	1549	1549	0					
SUBTOTAL		1549	0	1549	1549	1549	1549	1,446	2,921			
<b>Pacific Coastal Qpass</b>												
Balance (October 1, 2017) to expire		895		895	895	935	3737	3,401				
SUBTOTAL		895	0	895	895	935	3737	3401				
Net Special Funds		2444	7827	-5382	-987	-7621	-10449	-13037	-4507			
				<b>BUDGET related Change in Special Funds</b>								
<b>Other FUNDS</b>		2018 Dec 8		2017 Actual	2016 Actual	2015 Actual						
<b>Accounts Payable</b>												
Balance		0	0	0	9	304	520	1,347				
SUBTOTAL		0	0	0	9	304	520	1,347				
<b>Accounts Receivable</b>												
Balance			0	-1790	-340	-3803	-2733	-1,086				
SUBTOTAL		0	0	-1790	-340	-3803	-2733	-1,086				
Net Other Funds		0	0	-1790	-331	-3499.59	-2212.65	262				
Excess Revenue over Expenditures		-6105	14058	-22327	6018	13622	-8888	1,842	-8,193			
<b>Allocated RESERVE FUNDS</b>												
<i>Reserve for Capital Expenditures for Stage / Sound / Tent / Storage infrastructure purchase / Potential Tax Liability</i>		2018 Dec 8	Chge / 2017	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual			
Opening Balance:		40858	0	36395	21395	15395	17544	20,000	20,000			
Authorized Expenditures				-20537	0	0	-2149	-10,456				
Funds in current budget year *			0	25000	15000	6000	0	8,000				
SUBTOTAL		40858	0	40858	36395	21,395	15,395	17,544	20,000			
				* Directors' Budget Mtg Motion, Dec 3, 2016	Directors' Budget Mtg Motion, Nov 25, 2015	Directors' Budget Mtg Motion, Dec 13, 2014		AGM Motion, Nov 16, 2013	Per GM Motion, Jan 19, 2013			

**SOCIETY ACT**

**CERTIFICATE OF INCORPORATION**

*I Hereby Certify that*

**EDGE OF THE WORLD MUSIC FESTIVAL SOCIETY**

has this day been incorporated under the *Society Act*

*Issued under my hand at Victoria, British Columbia*

*on July 27, 2000*



JOHN S. POWELL  
*Registrar of Companies*  
PROVINCE OF BRITISH COLUMBIA  
CANADA